Table of Contents

Part I Introduction 1

1 AIM-Time Attendance Summary 1

Part II Getting Started 2

1 Software Installation 2
2 Configure Company Settings 8

Part III Employee Control 14

1 Employees Area 15
- Manage Employees 15
  - Salary Tab 19
  - Company Information Tab 20
  - Device Options Tab 20
  - Fingerprint Enrollment Tab 21
  - FacePass Enrollment Tab 24
- Employee Information 27
  - Add New Record 30
  - Round Off Employee Times 36

2 Employee Schedule 37
- Create or Manage Shifts 38

3 Work Activity 46
- Employee Performance 46

Part IV Device Management 47

1 Registered Devices 48
2 Device Control 48
- Add a Device 48
- Remove a Device 50
- Configure a Device 50
- Device Work Area 53
- Device Management 56
  - Device Options 58
    - Upload Employee to device 58
    - Download or Remove Employee on Device 60
  - Fingerpint Options 62
    - Backup Fingerpint from Device 62
    - Restore Fingerpint to Device 64
    - Managed Stored Fingerprints 65

3 Flashdrive 67
- USB Data Import 67

Part V Reports 68

1 View/Manage Reports 69
- Complete Report 69
- Hours Only Report 72

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Summary Report 74
Late/Tardy Report 76
Job Codes Report 78
Custom Report 80
2 Print and Save Reports 82
Print Reports 83
Save Report in Excel 84
Save Report as PDF 88
Part VI Settings 92
1 Departments 92
Manage Departments 92
2 Company Settings 94
Payment Settings 94
3 Database Settings 97
Backup Database 97
Restore Database 98
4 Language Settings 99
Select Language 99
Index 0

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1 Introduction

AIM Standard is a professional version Time & Attendance management software, which supports various work time rules such as multi-shift management, overtime and other complicated work rules. The software provides user defined reports and integration with ERP systems for payroll management, and built in language converter to support user defined language.

AIM-Time Attendance Software Requirements/Pre-Requisites

Windows XP, Windows 7, Windows Server 2003 and above.

Microsoft .NET 4 or higher. (The AIM-Time Attendance installer will install this application if it is not currently present on the machine at the time of install.)

1.1 AIM-Time Attendance Summary

AIM-Time Attendance Software Features:

AIM Standard is a professional version Time & Attendance management software, which supports various work time rules such as multi-shift management, overtime and other complicated work rules. The software provides user defined reports and integration with ERP systems for payroll management, and built in language converter to support user defined language.

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2 Getting Started

The following documents will provide you with Step by Step instructions for getting started with the AIM-Time Attendance Time and Attendance application.

There are many options that can be configured in the AIM-Time Attendance Time and Attendance application. The AIM-Time Attendance software can be configured to perform the most basic of functions, being time and attendance record tracking, as well as being configured to include all payroll and hourly wage information which can then be exported then imported into your current payroll system.

The AIM-Time Attendance software also has the ability to track and manage Access Control to secure areas. Once an access control device is added to the software, you will see the Access Control Tab at the top of the application.

2.1 Software Installation

The following is a guide to help you complete the AIM-Time Attendance software installation:

Place the AIM-Time Attendance CD in your Computers CD-ROM drive. If auto-run is enabled on your machine, the installation will start on its own. If not, then double-click the "setup.exe" from the included CD-ROM or from your local download directory if obtained from the AIM-Time Attendance.com website.

Choose the Language in which you wish to install AIM-Time Attendance from the drop down menu and Click "**Next**".

1. Click "**Next**" to begin installation.

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AIM - Time Attendance Setup
Advanced Installer
Welcome to the AIM - Time Attendance Setup Wizard
The Setup Wizard will install AIM - Time Attendance on your computer. Click Next to continue or close the window to exit the Setup Wizard.
Next >

2. Scroll to the bottom of the licensing agreement and click on "**I accept the terms in the Licensing Agreement**" box below.

3. Click "**Next**" to continue

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AIM - Time Attendance Setup
Advanced Installer
Read the ANVIZ Global Inc. Licence Terms
To continue you must read and accept the terms of this agreement. If you do not want to accept the ANVIZ Global Inc. Licence Terms, close this window to cancel the installation.
GlobalEND USER SOFTWARE LICENSE AGREEMENT
NOTICE TO USER: PLEASE READ THIS CONTRACT CAREFULLY. BY USING ALL OR ANY PORTION OF THE SOFTWARE YOU ACCEPT ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT, INCLUDING, IN PARTICULAR THE LIMITATIONS ON: USE CONTAINED IN SECTION 2; TRANSFERABILITY IN SECTION 4; WARRANTY IN SECTION 6 AND 7; AND LIABILITY IN SECTION 8. YOU AGREE THAT THIS AGREEMENT IS ENFORCEABLE LIKE ANY WRITTEN NEGOTIATED AGREEMENT SIGNED BY YOU. IF YOU DO NOT AGREE, DO NOT USE THIS SOFTWARE. IF YOU ACQUIRED THE SOFTWARE ON TANGIBLE MEDIA (e.g. CD) WITHOUT AN OPPORTUNITY TO REVIEW THIS
I accept the terms of this agreement.
< Back
Next >

4. Choose the installation "**Folder**". (It is recommended to leave this at the default location setting.)

5. Then click, "**Next**" to continue.

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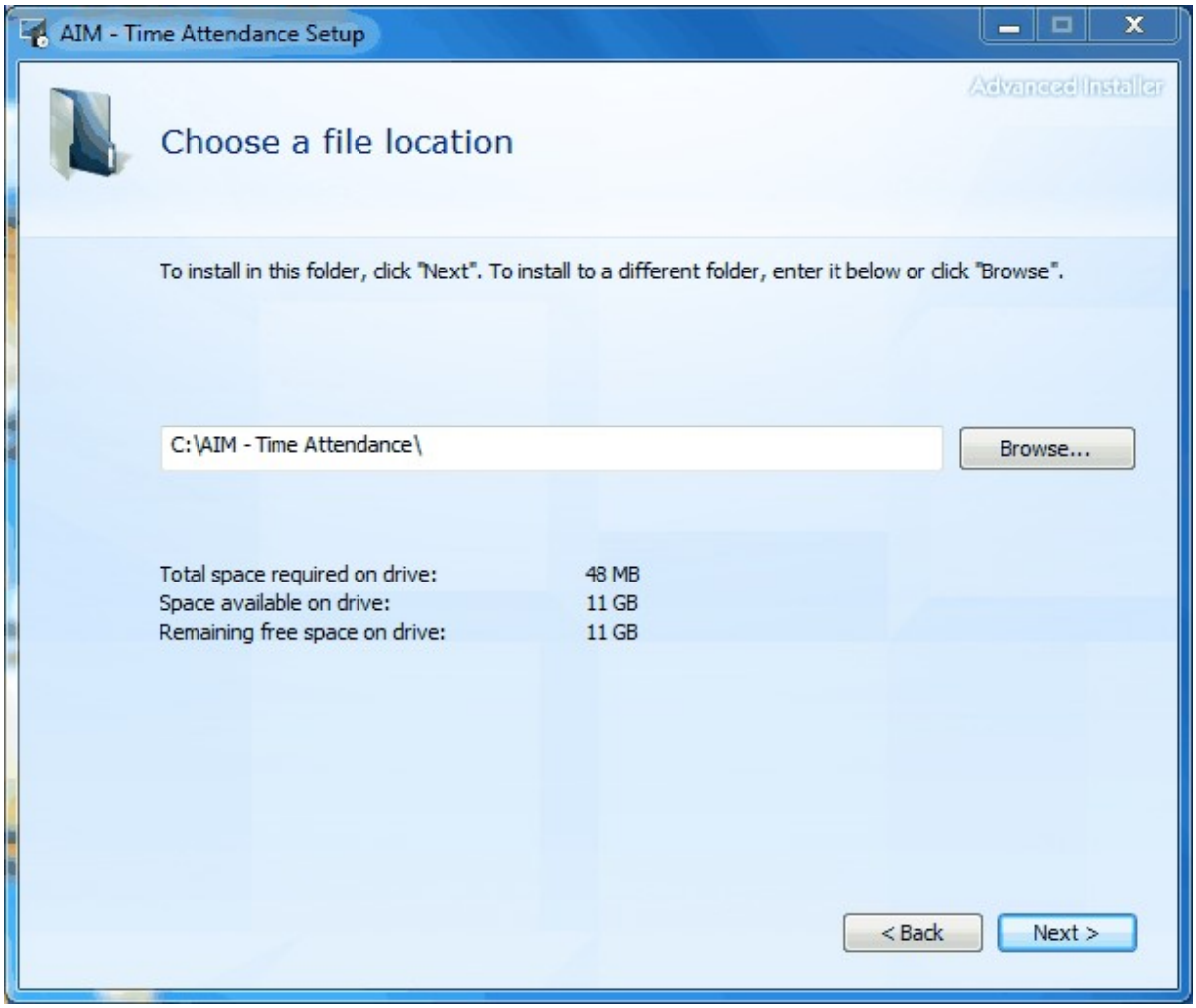
AIM - Time Attendance Setup
Advanced Installer
Choose a file location
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
C:\AIM - Time Attendance\
Browse...
Total space required on drive: 48 MB
Space available on drive: 11 GB
Remaining free space on drive: 11 GB
< Back
Next >

6. Click the "**Install**" button to start the installation procedure.

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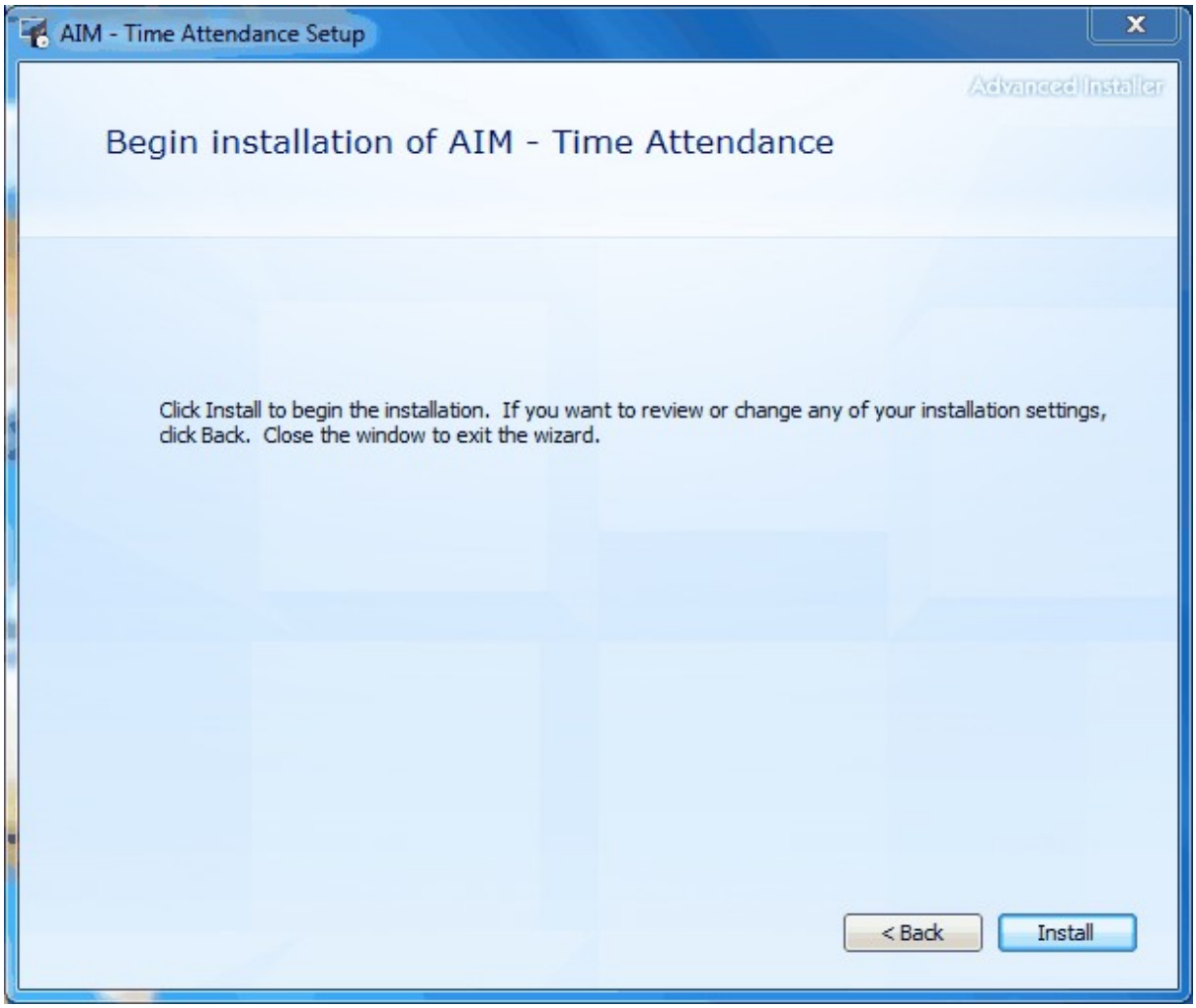
AIM - Time Attendance Setup
Advanced Installer
Begin installation of AIM - Time Attendance
Click Install to begin the installation. If you want to review or change any of your installation settings, click Back. Close the window to exit the wizard.
< Back
Install

7. Please wait while the software is installed....

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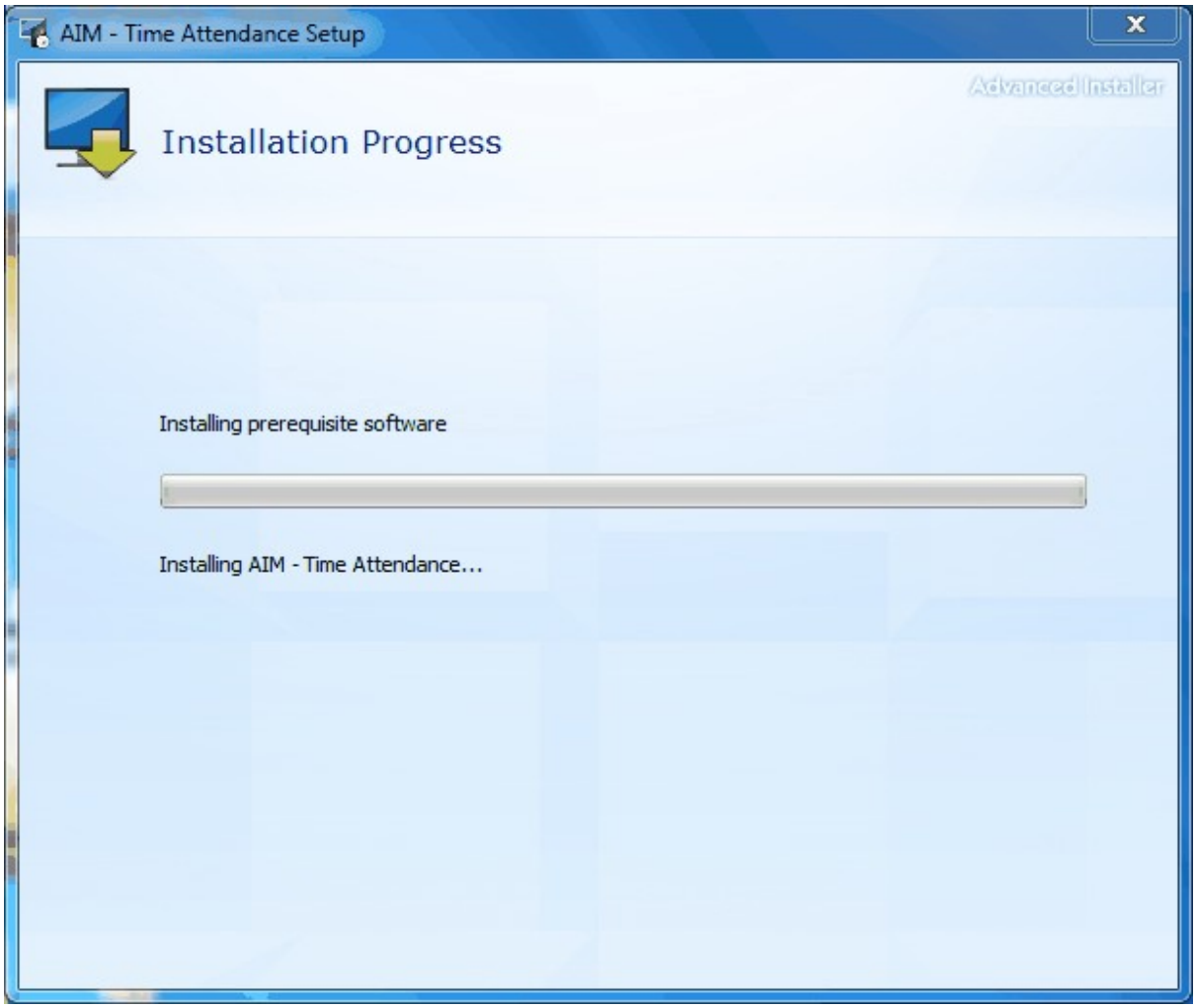

8. Once the setup is complete, click on the "**Run AIM-Time Attendance**" button to complete the installation procedure and launch the software. Or, you may choose to click on "**Close**" to complete the installation process and open the software at a later time.

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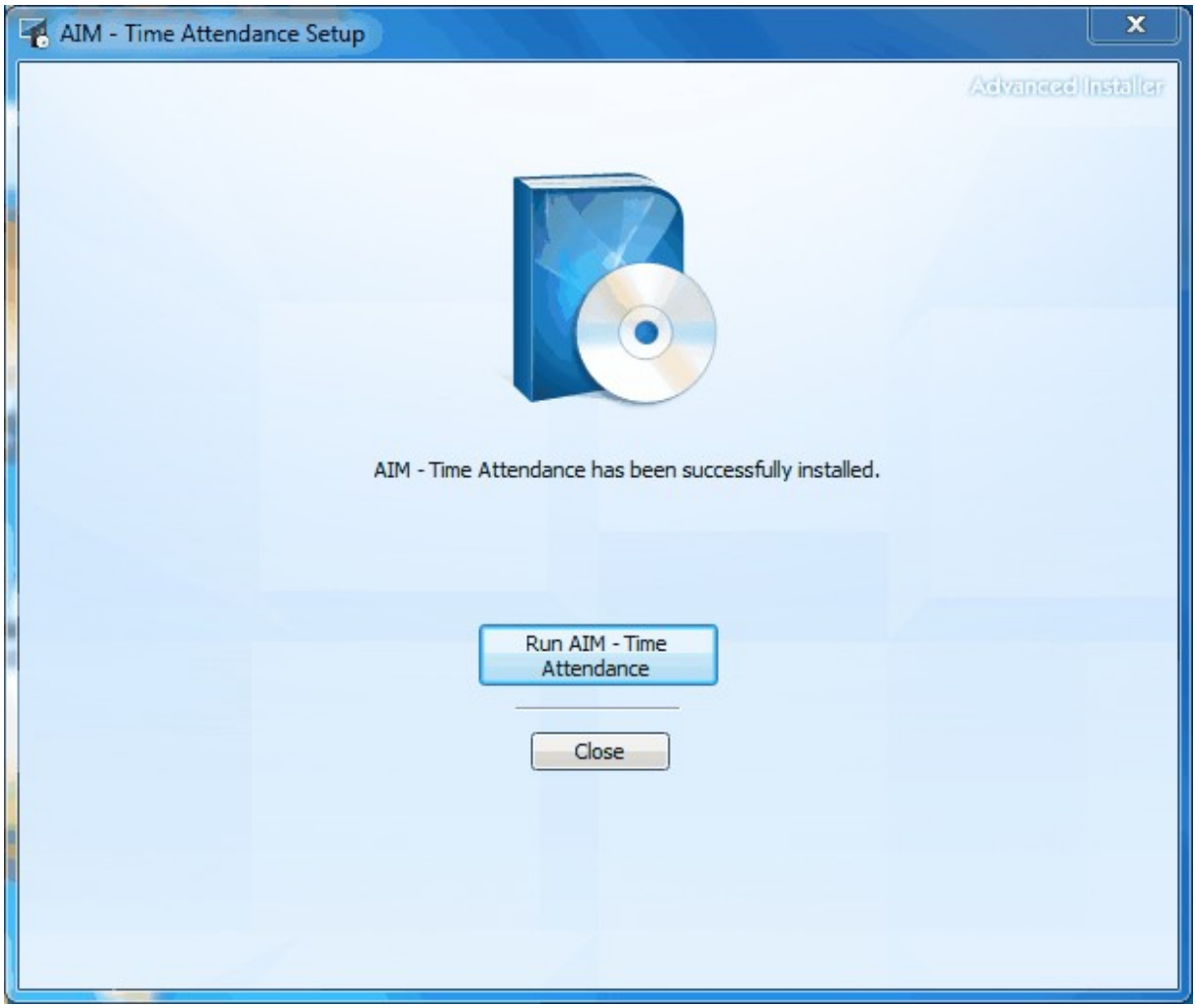
AIM - Time Attendance Setup
Advanced Installer
AIM - Time Attendance has been successfully installed.
Run AIM - Time Attendance
Close

2.2 Configure Company Settings

To begin using your software, the Company Settings **MUST** be configured. The application will not function properly without completing the Company Information Wizard.

The first time AIM-Time Attendance is opened, it will present you with the Company Information Wizard.

At the bottom of this window you will find a language selection menu. If you wish to change your software language, select the appropriate selection from the Drop Down Menu and click the "**Apply**" button.

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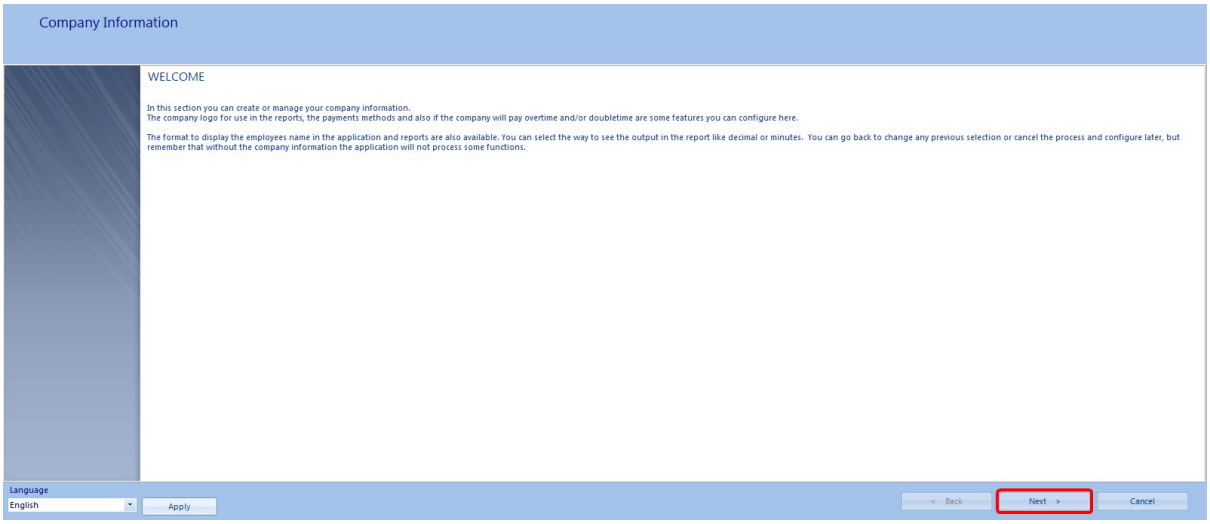
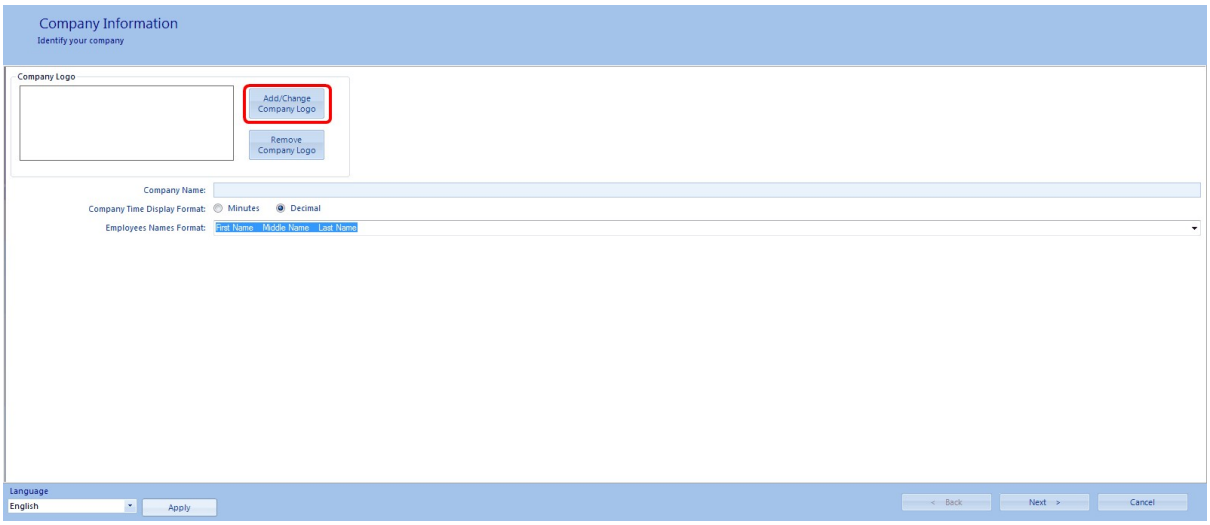
1. Click "**Next**" at the bottom of the Welcome screen to begin configuring the company settings.


Company Information
WELCOME
In this section you can create or manage your company information.
The company logo for use in the reports, the payments methods and also if the company will pay overtime and/or doubletime are some features you can configure here.
The format to display the employees name in the application and reports are also available. You can select the way to see the output in the report like decimal or minutes. You can go back to change any previous selection or cancel the process and configure later, but remember that without the company information the application will not process some functions.
Language
English
Apply
< Back
Next >
Cancel

2. Click the "**Add/Change Company Logo**" to add a new company logo.(Optional)



3. If needed, Click the "**Remove Company Logo**" button to Remove or Change the existing company logo.

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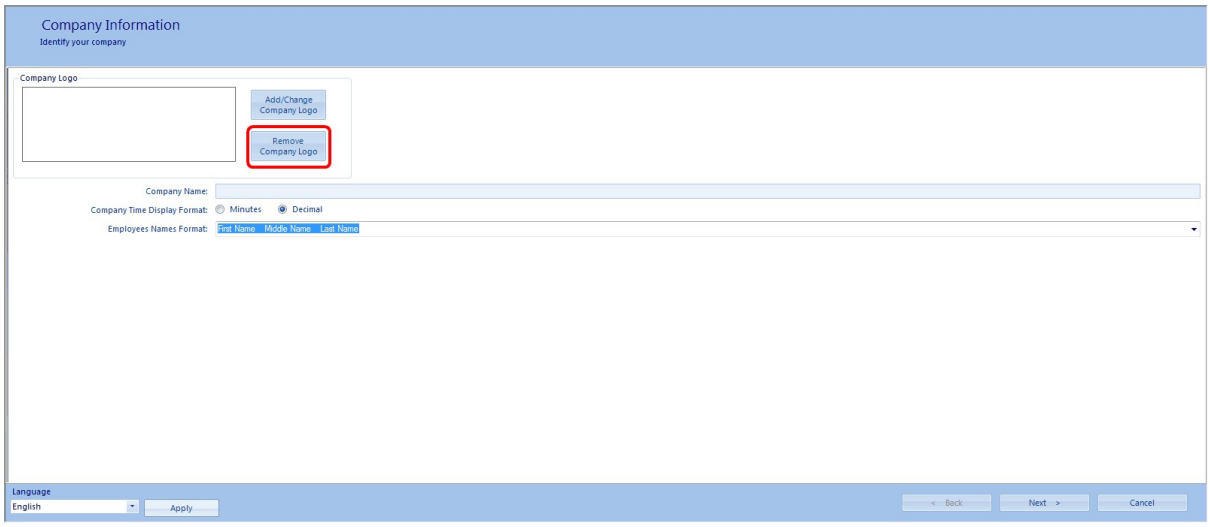
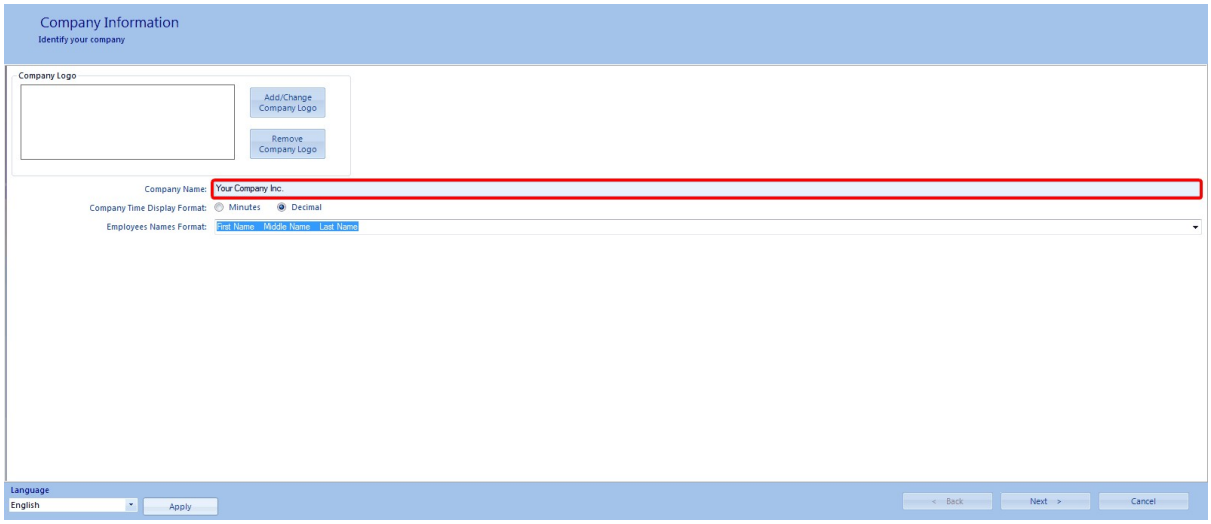


4. Type the name of the new Company in the "**Company Name**" text field.



5. Choose whether you would like the "**Company Time Display Format**" in Minutes or Decimals. This is usually only important if you plan on using wage calculations in the software. This setting should be configured to use the same method as your current payroll provider uses when calculating work hours.

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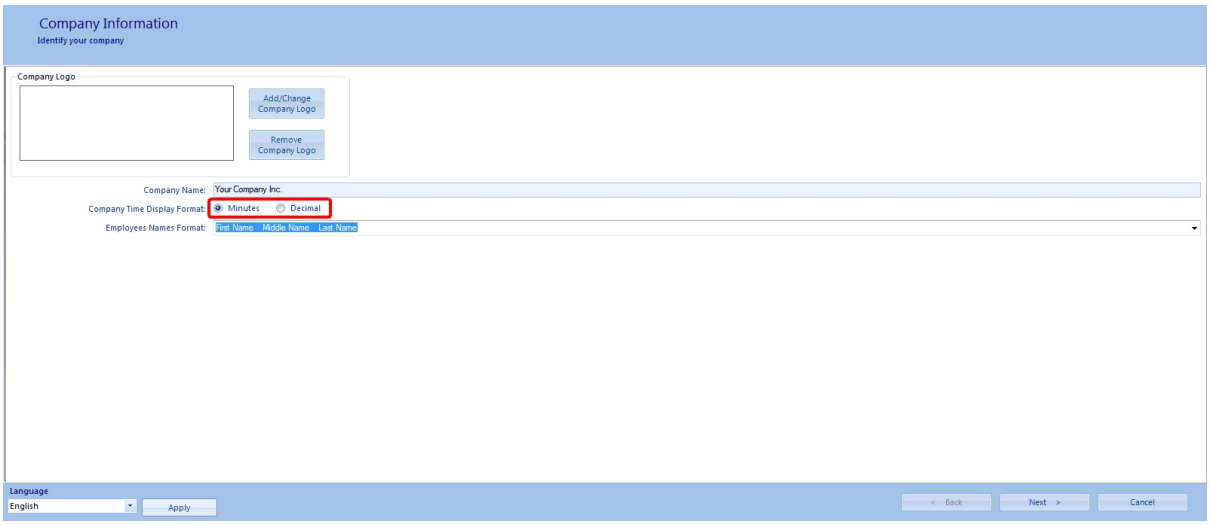
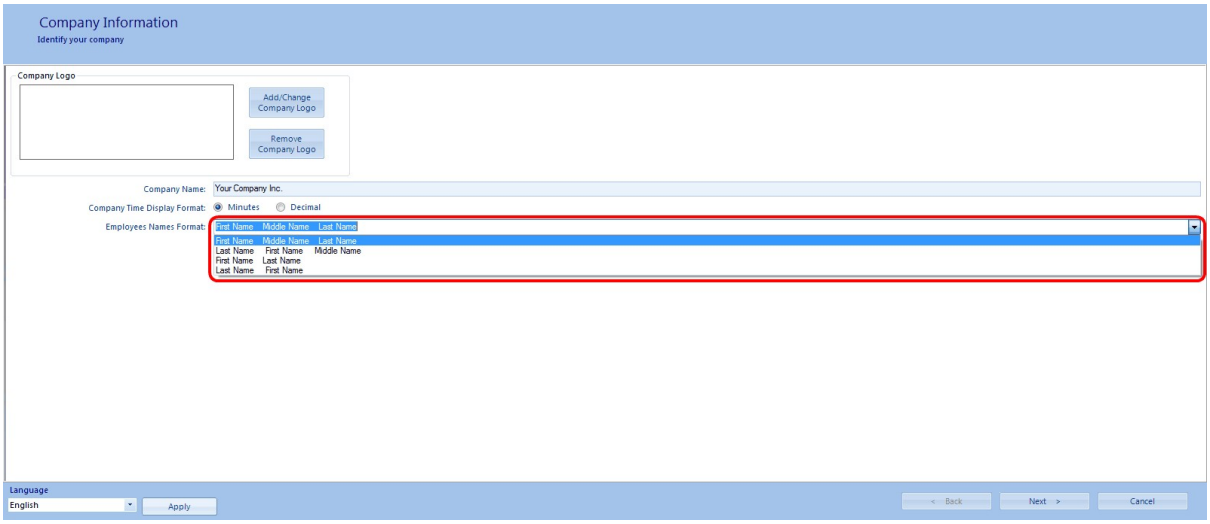


6. Click the drop down menu next to the "**Employees Names Format**" field to select how employee lists will be displayed in the application.



7. Click "**Next**" to continue.

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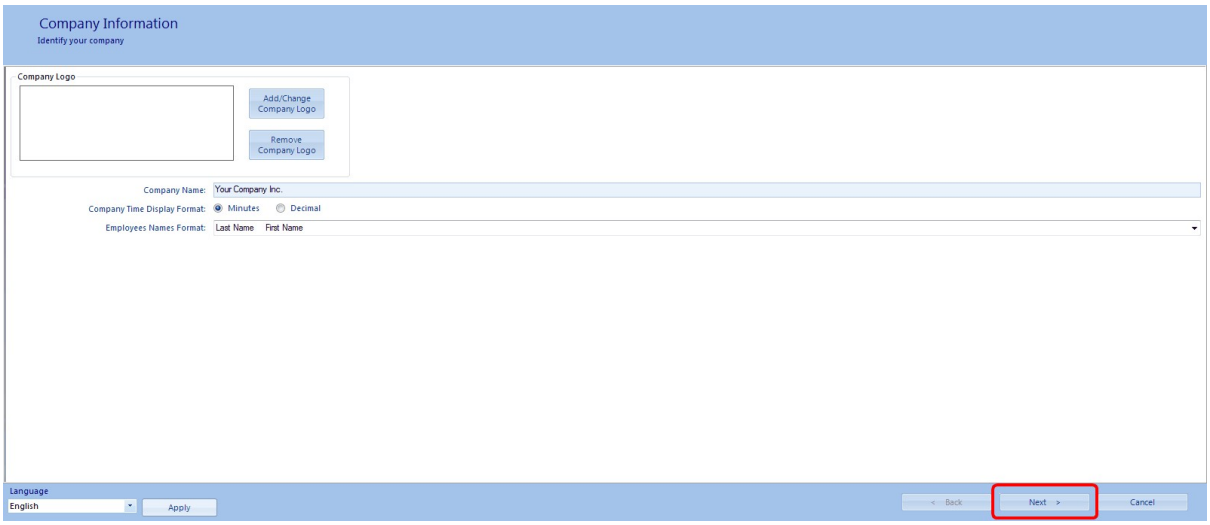
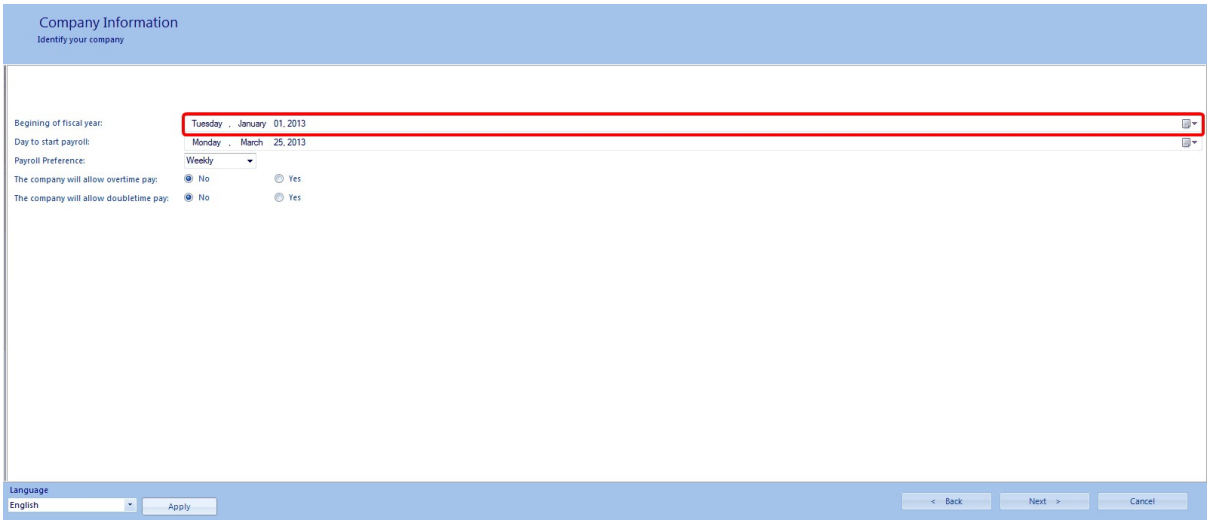


8. Click the drop down menu next to the "**Beginning of fiscal year**" field to select the date that your companies fiscal payroll year began.



9. Click the drop down menu next to the "**Day to Start Payroll**" field to select day that your most previous payroll period began.

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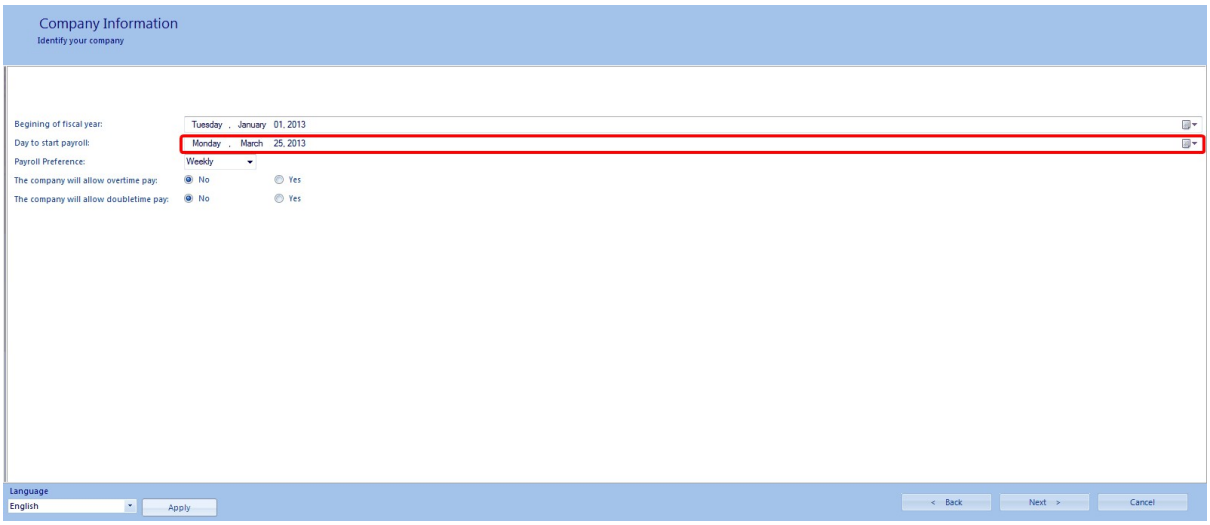

10. Click the drop down menu next to the "**Payroll Preference**" field to select the frequency that your companies will issue payroll.

11. Choose whether "**The company will allow overtime pay**" and/or if "**The company will allow double-time**" by selecting the appropriate radio buttons.

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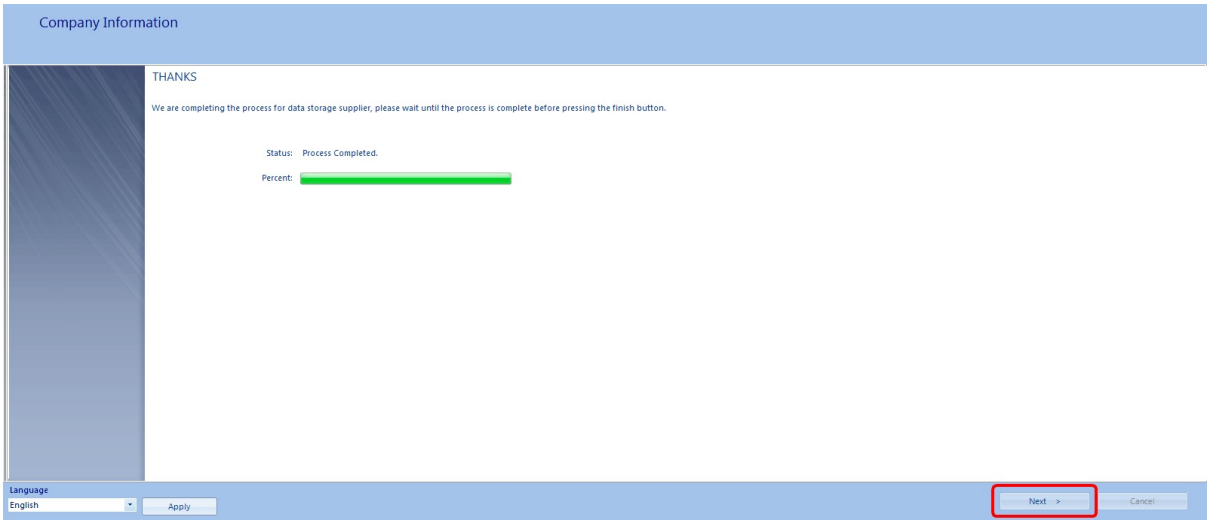
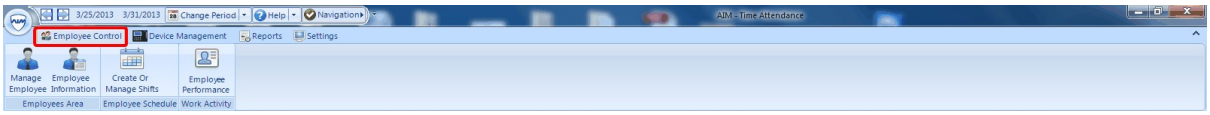
12. Click "**Next**" to complete the initial company settings wizard.



3 Employee Control

Click on the "**Employee Control**" tab to view employee management options.



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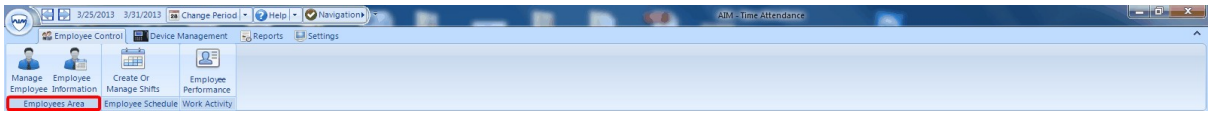
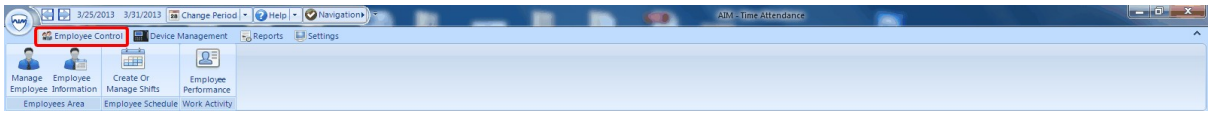
Manage Employee - Add, Remove, Modify or Search Employee Profiles
Employee Information - Preview and modify current employee time and attendance records information.
Create or Manage Shifts - View and Configure employee shifts and schedules.
Employee Performance - Display employee work activity information for multiple job codes.

3.1 Employees Area

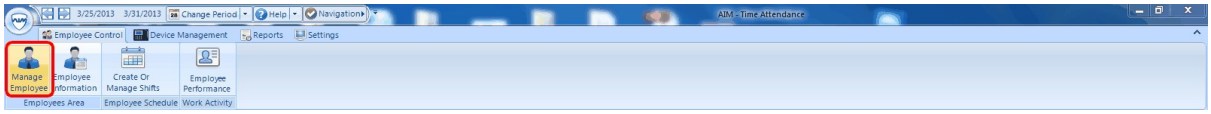


3.1.1 Manage Employees

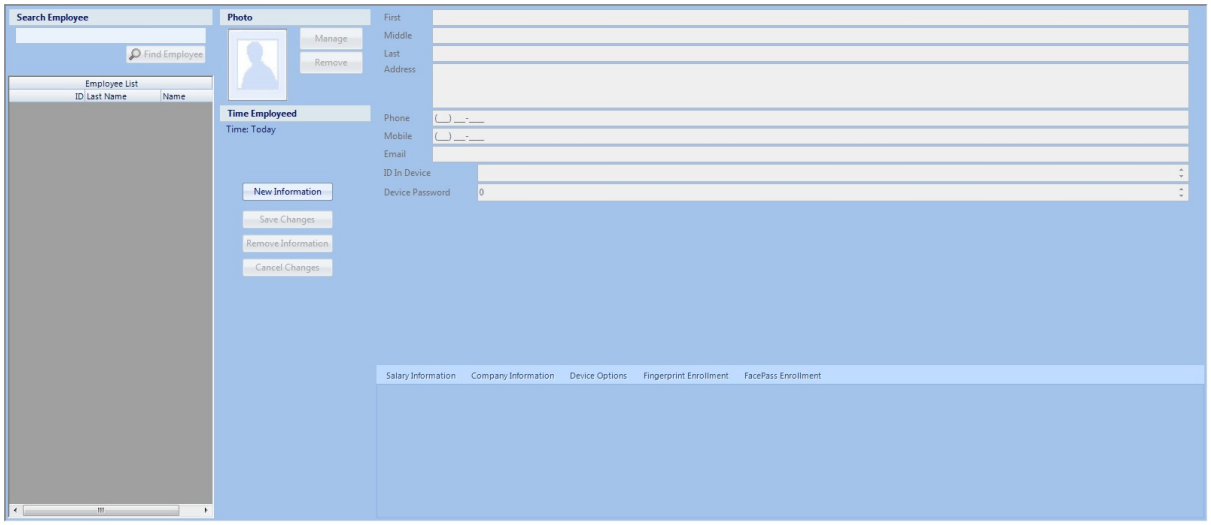
Under the "**Employee Control**" Tab....



Click on the "**Manage Employee**" button to Add, Remove, Modify or Search Employee Profiles.



The following screen will be displayed:



To add a new employee, click the "**New Information**" button in the

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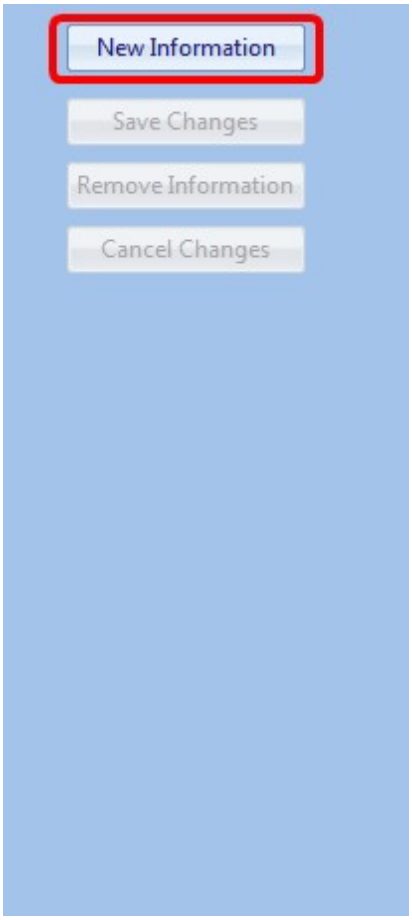
middle of this window. The first available number in the employee list beginning at "1" will be auto-populated in the Company Number Field. This same number should be used in the ID in device field as well as during fingerprint enrollment on the time clock.



Fill in all appropriate Employee information fields such as First Name, Middle Name, Last Name, Address, Phone numbers, email, ID Number from Time Clock.

The minimum required fields are First Name, Company ID and ID in Clock. ID in Clock will be the same number used when enrolling an employes fingerprint on your time clock.

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When new employees are added to the system, they will show up under the "**Employee List**" located on the left hand side of the screen.

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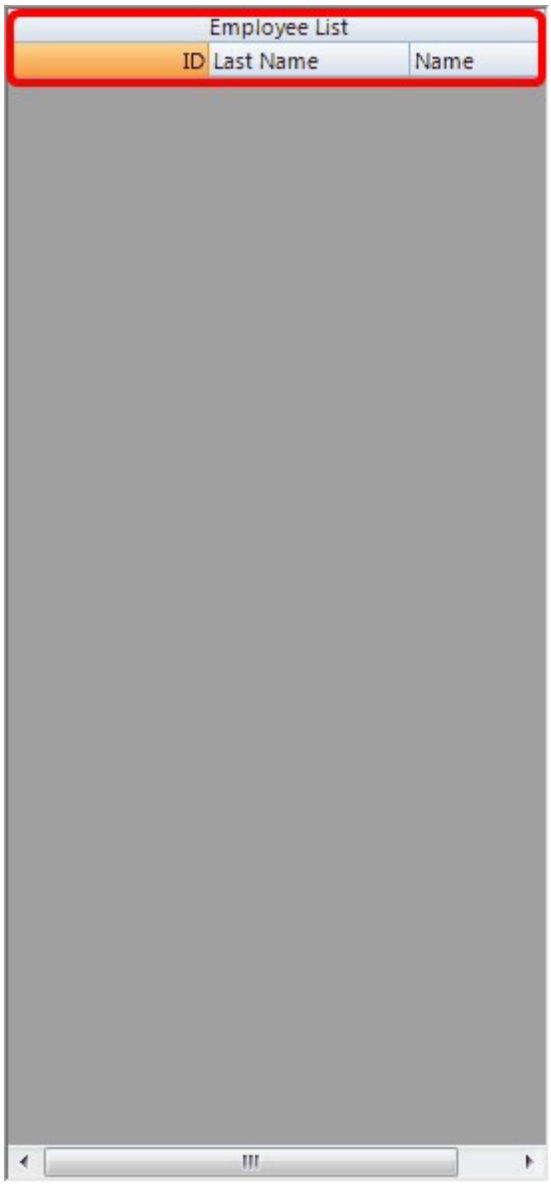

In the bottom section of this window, there are several tabs including **Salary Information, Company Information, Device Options, Fingerprint Enrollment, FacePass Enrollment.**

More information can be found on these tabs by previewing the **Salary Tab, Company Information Tab, Device Options Tab, Fingerprint Enrollment Tab, FacePass Enrollment Tab** sub-articles under this Manage Employees section of the manual.

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3.1.1.1 Salary Tab

The Salary Information Tab includes:

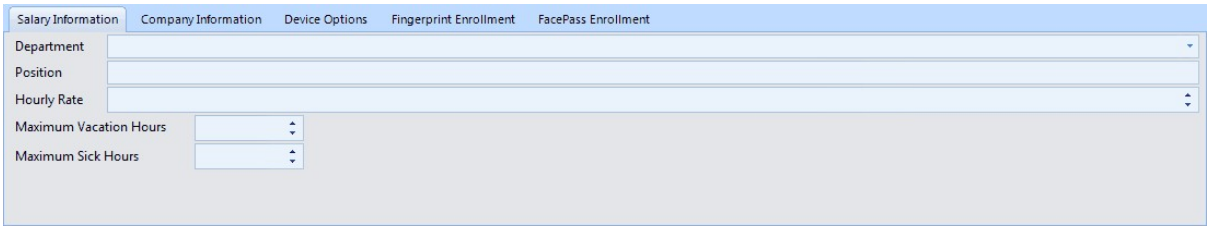
Department - The Employees current department

Position - The employees current position or title.

Hourly Rate - The Employees hourly rate of pay. This is optional and can be left blank. This is used when calculating overtime or double time on payroll reports.

Maximum Vacation Hours - This allows you to set the maximum amount of vacation hours that can be scheduled for the employee. Once the maximum number of hours assigned for Vacation has been scheduled, the software will show a warning of this and will not allow additional Vacation hours to be applied to this employee. This is on a per fiscal year basis and will reset once the fiscal year has rolled over in the software.

Maximum Sick Hours - This allows you to set the maximum amount of sick hours that can be scheduled for the employee. Once the maximum number of hours assigned as Sick time has been scheduled, the software will show a warning of this and will not allow additional Sick hours to be applied to this employee. This is on a per fiscal year basis and will reset once the fiscal year has rolled over in the software.



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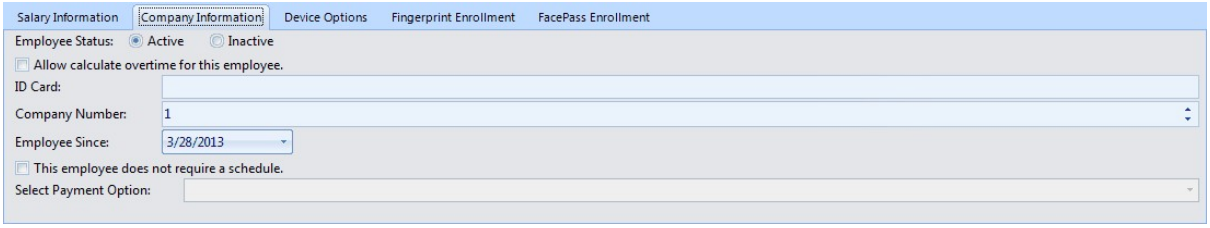
3.1.1.2 Company Information Tab

The Company Information Tab includes the following settings:

Employee Status - This will be set to Active or Inactive. If set to Inactive, then this employee list is the only list that the inactive employee will show up in throughout the application.
Allow Overtime - Check this box if the employee has been approved for overtime.
ID Card - This would be an current ID Card number assigned to the employee.
Company Number - This is the employee number assigned by the company.
Employed Since - The Employees Date of Hire.
This Employee Does Not Require a Schedule - Check this option if you do not require a specific schedule be set for this employee. Without a set Schedule, which defines a Start Time and End Time of the work Day, then the Late/Tardy Report cannot be used for this employee, nor can the Time Rounding options be used. Both of these features require a Start Time and End Time to function properly. This is most commonly used for more flexible work hours where total hours on the clock need to be reported as regular work time.
Select Payment Option - Choose the payment policy that will be applied to this individual employee by choosing it from the drop down menu. See the **Payment Settings** article of the **Settings** section of this guide to configure your company payment policies.



3.1.1.3 Device Options Tab

The Device Options Tab includes the following settings:

Device User - Employee will be a device User. This is the default setting for every enrolled employee. Device Users have no access to the device Firmware menus.
Device Administrator - Employee will be a device Administrator. Device Administrators have full access to the firmware menus and can perform all functions required to enroll new employees and configure the device settings.

Identification Method: May not apply to all devices

Fingerprint Only - Only Fingerprint verification will be required (Can be

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used in combination with ID + PW and/or Card Only)

FP + Password - Fingerprint plus a password will be required for verification

FP + Pass + Card - Fingerprint plus a password plus an ID Proximity Card will be required for verification

ID + Password - ID Number plus a password will be required for verification (Can be used in combination with Fingerprint Only and/or Card Only)

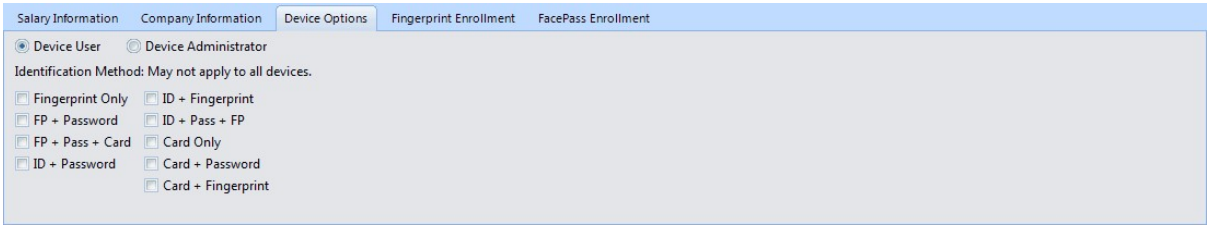
ID + Fingerprint - ID Number plus a Fingerprint will be required for verification

ID + Pass + FP - ID Number plus a Fingerprint plus a password will be required for verification

Card Only - Only Proximity Card verification will be required. (Can be used in combination with ID + PW and/or Fingerprint Only)

Card + Password - Proximity Card plus a Password will be required for verification.

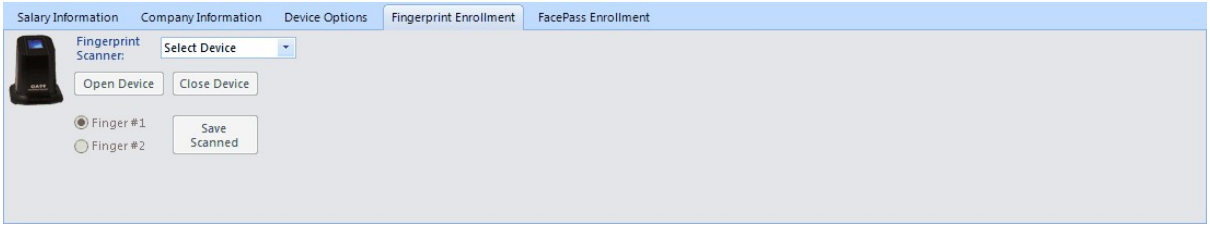
Card + Fingerprint - Proximity Card plus a Fingerprint will be required for verification.



3.1.1.4 Fingerprint Enrollment Tab

The Fingerprint Enrollment Tab:

This section can be used to capture the employee fingerprint directly into the software database using the **ANVIZ OA99** USB fingerprint reader. Once captured, this fingerprint can then be uploaded to any or all connected devices for employee authentication.



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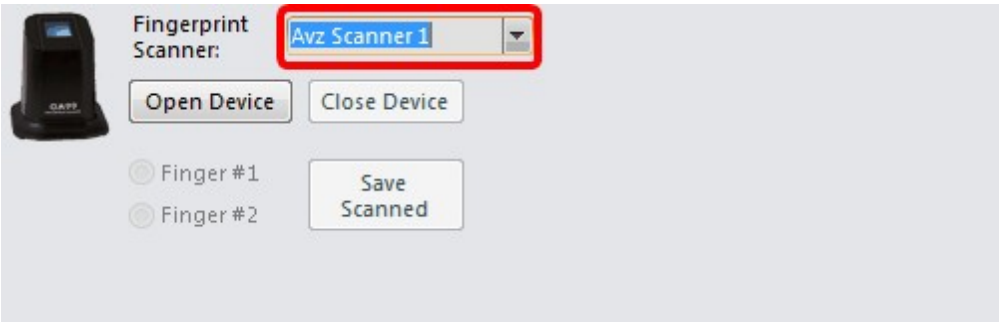
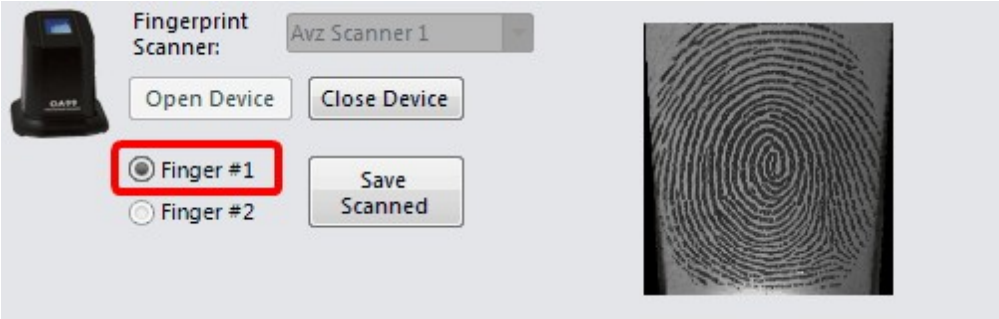
Connect the **ANVIZ OA99** USB fingerprint reader to the computer running the AIM-Time Attendance software.

Select the OA99 scanner from the drop down menu:



Click on **"Open Device"**

Select the "**Finger #1**" radio button and place the first employee finger on the BR10 sensor.



With the finger still on the sensor, click the "**Saved Scanned**" button.

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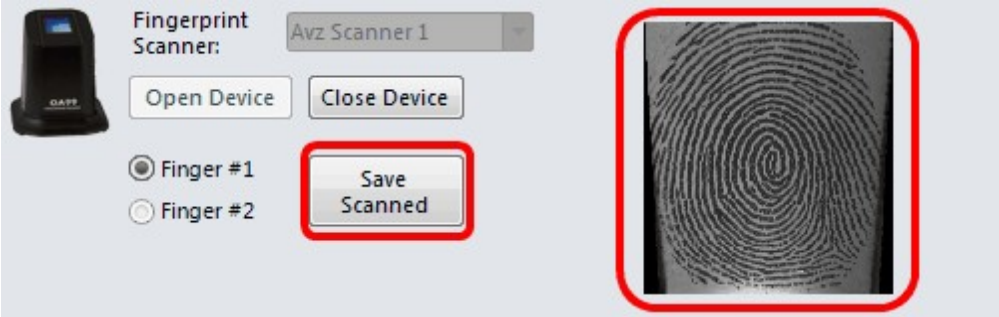
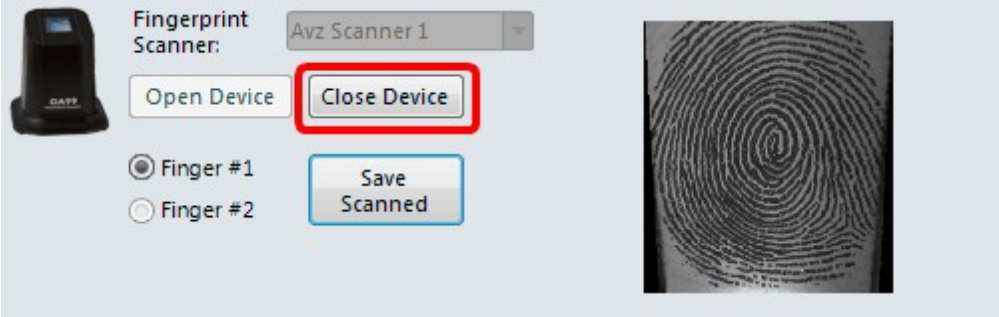


A message will appear that reads, "**Fingerprint Stored in Database**" if this process is successful.

Repeat the steps above to capture **"Fingerprint #2"** if required or desired.

To Complete this fingerprint capture process, click on "**Close Device**"



Once all Employee information is entered, captured and complete, Click the "**Save Changes**" Button.

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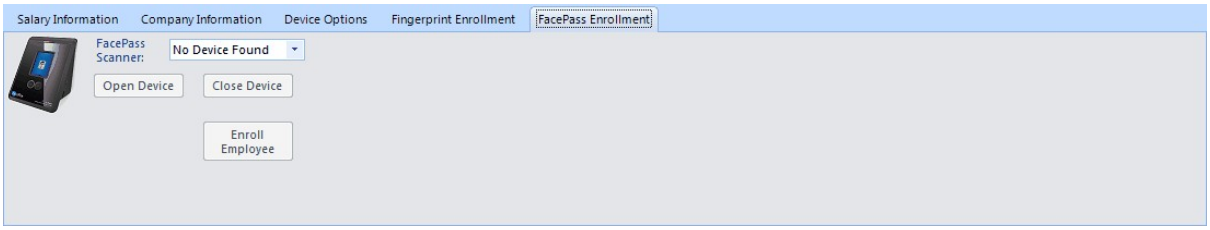
3.1.1.5 FacePass Enrollment Tab

The FacePass Enrollment Tab:

This section can be used to capture the employee face template directly into the software database using the **ANVIZ FacePass** device. Once captured, this face template can then be uploaded to any or all connected FacePass devices.



Connect the **ANVIZ FacePass** Time Attendance device to the network via IP address. Once connected, Add the Device to the software using the device serial number and the validation code provided. See the Add

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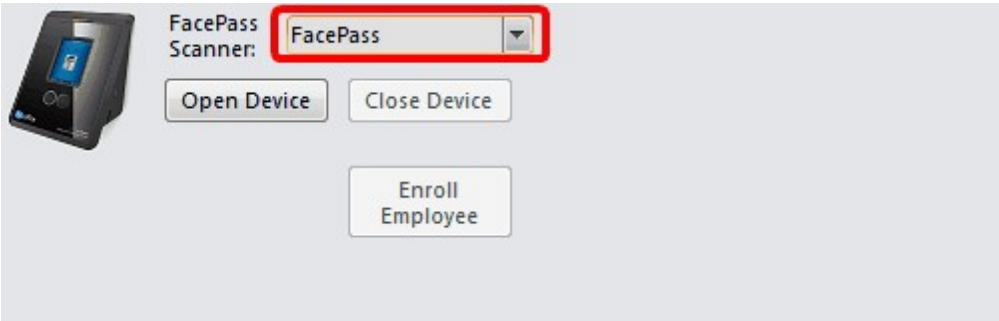
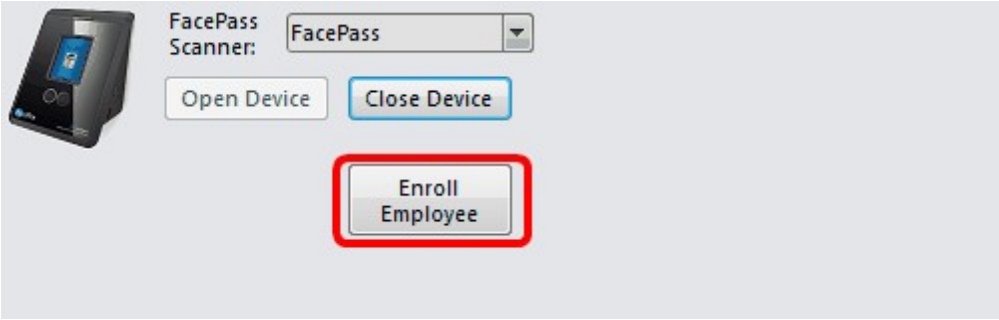
a Device article under the Device Management section of this manual for information on adding a new device.

Select the FacePass device from the drop down menu:



Click on **"Open Device"**

The **"Enroll Employee"** button will now be available. Click the "**Enroll Employee**" button.



The FacePass device will now be put into Enrollment mode. The employee will be required to look into the camera of the device until it captures a quality face template. Once enrollment at device is complete, a message will appear in the software as follows:

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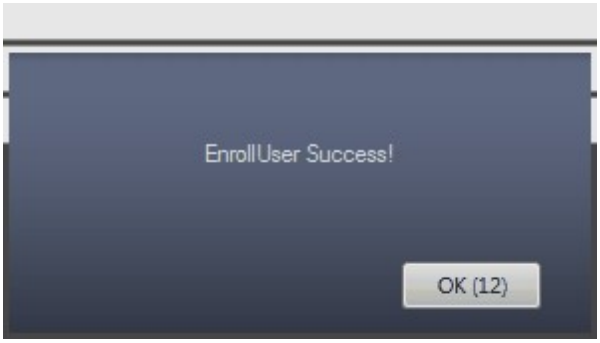

To Complete this face capture process, click on "**Close Device**"

Once all Employee information is entered, captured and complete, Click the "**Save Changes**" Button.

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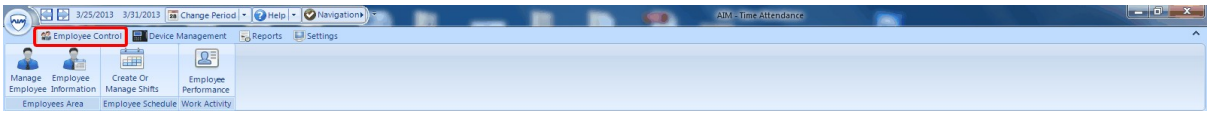
This employee face template can now be uploaded to any connected device by following the "**Upload Employee to Device**" article of the "**Device Management**" section of this manual.

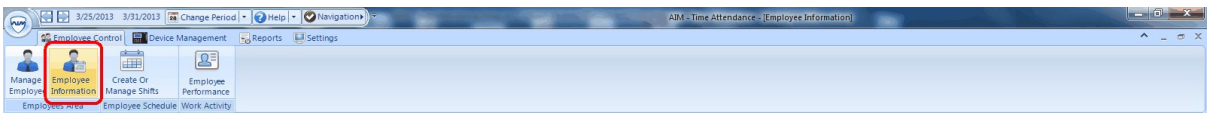
3.1.2 Employee Information

This section allows you to preview and adjust all employee times before running the final reports.

Employee Information is accessed via the "**Employee Control**" Tab.



Click on the "**Employee Information**" button to preview and modify current employee time and attendance records.



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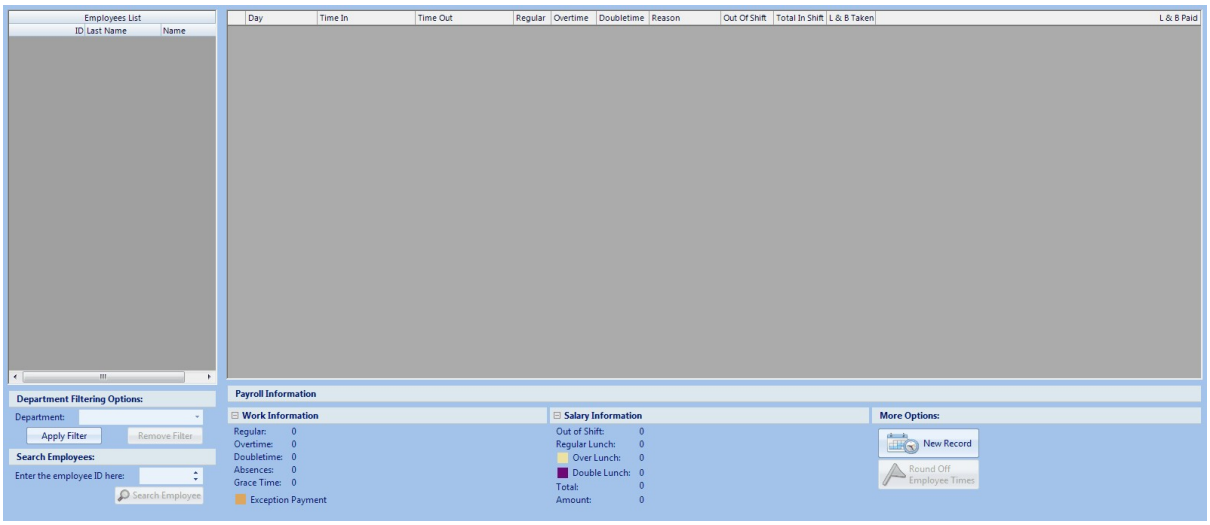
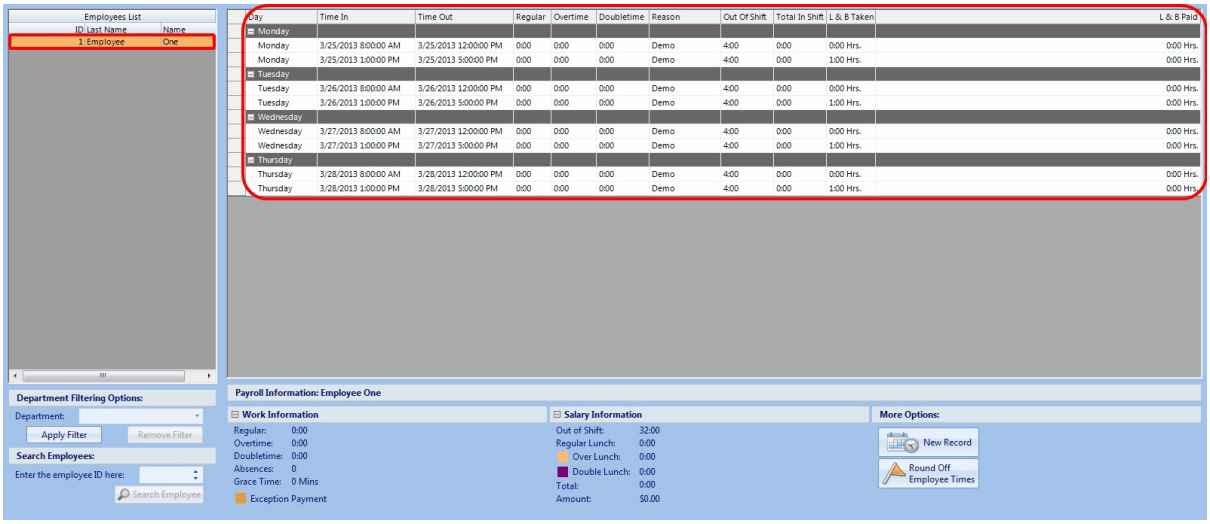
The following screen will appear:



To preview employee records for the current date range specified, double click an employee from the "**Employee List**".


Employees List
ID Last Name Name
1 Employee One
Day Time In Time Out Regular Overtime Doubletime Reason Out Of Shift Total In Shift L & B Taken L & B Paid
Monday
Monday 3/25/2013 8:00:00 AM 3/25/2013 12:00:00 PM 0:00 0:00 0:00 Demo 4:00 0:00 0:00 Hrs. 0:00 Hrs.
Monday 3/25/2013 1:00:00 PM 3/25/2013 5:00:00 PM 0:00 0:00 0:00 Demo 4:00 0:00 1:00 Hrs. 0:00 Hrs.
Tuesday
Tuesday 3/26/2013 8:00:00 AM 3/26/2013 12:00:00 PM 0:00 0:00 0:00 Demo 4:00 0:00 0:00 Hrs. 0:00 Hrs.
Tuesday 3/26/2013 1:00:00 PM 3/26/2013 5:00:00 PM 0:00 0:00 0:00 Demo 4:00 0:00 1:00 Hrs. 0:00 Hrs.
Wednesday
Wednesday 3/27/2013 8:00:00 AM 3/27/2013 12:00:00 PM 0:00 0:00 0:00 Demo 4:00 0:00 0:00 Hrs. 0:00 Hrs.
Wednesday 3/27/2013 1:00:00 PM 3/27/2013 5:00:00 PM 0:00 0:00 0:00 Demo 4:00 0:00 1:00 Hrs. 0:00 Hrs.
Thursday
Thursday 3/28/2013 8:00:00 AM 3/28/2013 12:00:00 PM 0:00 0:00 0:00 Demo 4:00 0:00 0:00 Hrs. 0:00 Hrs.
Thursday 3/28/2013 1:00:00 PM 3/28/2013 5:00:00 PM 0:00 0:00 0:00 Demo 4:00 0:00 1:00 Hrs. 0:00 Hrs.
Payroll Information: Employee One
Work Information
Salary Information
More Options:
Department Filtering Options:
Department:
Apply Filter
Remove Filter
Search Employees:
Enter the employee ID here:
Search Employee
Regular: 0:00
Overtime: 0:00
Doubletime: 0:00
Absences: 0
Grace Time: 0 Mins
Exception Payment
Out of Shift: 32:00
Regular Lunch: 0:00
Over Lunch: 0:00
Double Lunch: 0:00
Total: 0:00
Amount: $0.00
New Record
Round Off Employee Times

To Modify an Employees current time records, simply right click on any of the time entries and choose "**Edit Record**" from the right-click menu. When editing records only the numbers and the AM and PM can be changed. The format of the Date and Time must remain exactly the same or it will not allow the change to be made and will revert back to the original data before the edit was attempted.

To delete this entry, choose "**Delete Record**" from the right-click menu

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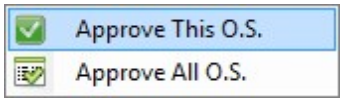
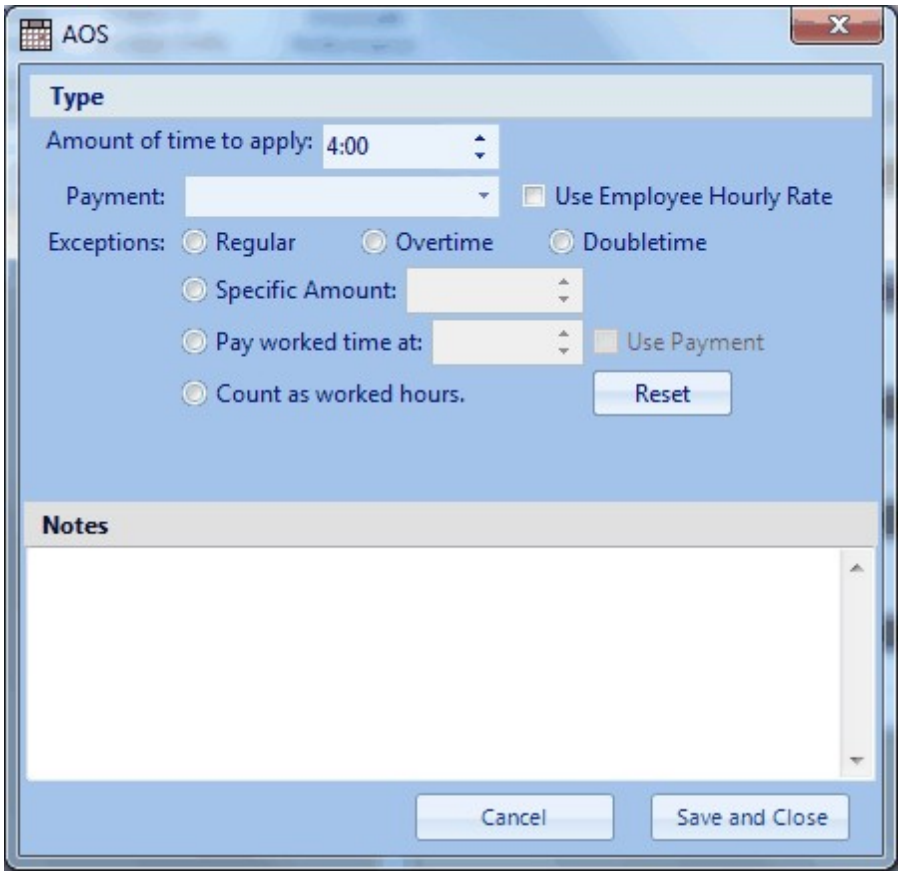
Any time records that are outside of the users assigned shift time frame will show up under the "**Out of Shift**" column. To approve out of shift time, simply right click on the hours field under the "Out of Shift" column and choose "**Approve this O.S**" or "**Approve all O.S**"



Once either Out of Shift Approval option has been selected, the following window will appear:



Amount of Time to Apply - Choose the total amount of Out of Shift time you would like to apply for this record.

Payment - Choose a Payment option. You must choose from the **Payment** rules drop down menu or select **Use Employee Hourly Rate.**

Exceptions - Choose how you would like to apply this time. Typically this would be left blank so that the normal payment rules would be followed. If this Out of Shift time should be applied as an exception to the payment rules, then choose the appropriate selection of Regular

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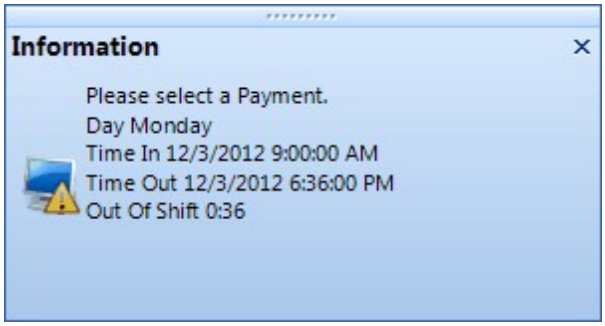
Time, Overtime, Double-time.

Specific Amount - Insert a specific amount of pay to be used for this Out of Shift Approval if it will be required overwrite the current employee hourly pay rate or current payment rule.

Pay Work Time At - Select the amount of time to apply for each Out of Shift hour being approved. Example: 1.5 = Overtime, 2 = Doubletime, 3 Triple time per standard work hour.

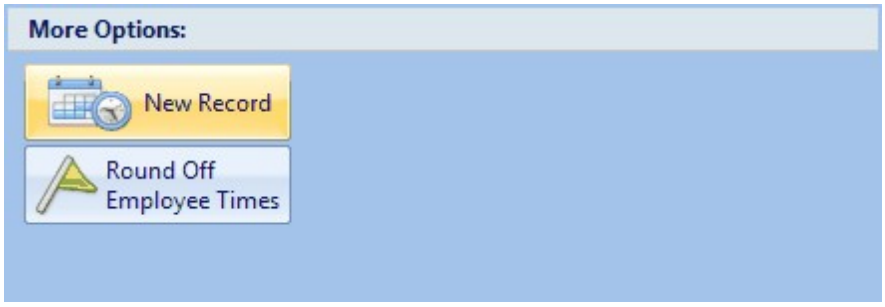
Count Hours as Worked - Choose this option if the times applied are exceptions to the payment rules but you would like for them to still count towards the overtime policy. Exceptions typically do not apply to the 40 hours required per week to receive overtime. This rule would allow you to over ride that rule.

The following Pop-up will appear above the time on your computer screen as a visual reminder of the Date and Time that the Out of Shift time occurred that you are approving.



3.1.2.1 Add New Record

To create a new time record for an employee, click on the "**New Record**" button in the bottom right hand corner.



The following window will appear:

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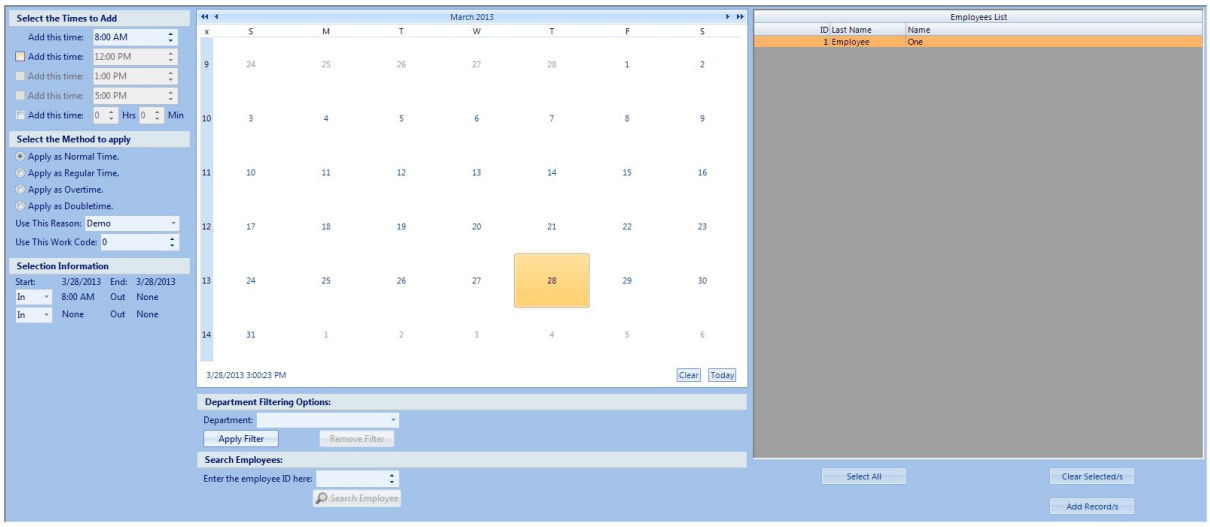

Beginning in the upper left hand corner:

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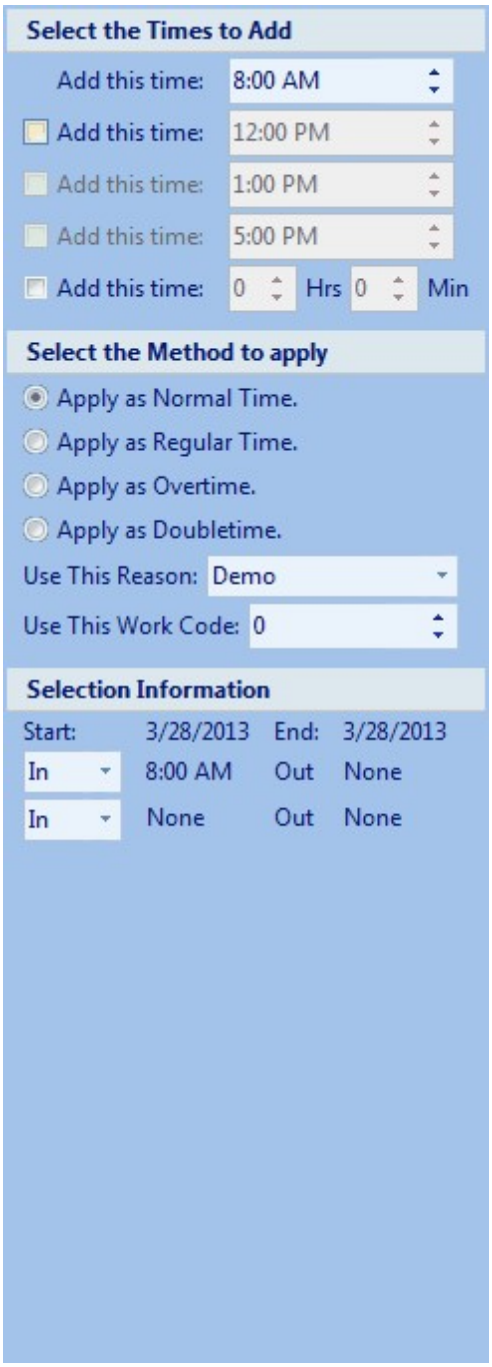
Select the Times to Add
Add this time: 8:00 AM
Add this time: 12:00 PM
Add this time: 1:00 PM
Add this time: 5:00 PM
Add this time: 0 Hrs 0 Min
Select the Method to apply
Apply as Normal Time.
Apply as Regular Time.
Apply as Overtime.
Apply as Doubletime.
Use This Reason: Demo
Use This Work Code: 0
Selection Information
Start: 3/28/2013 End: 3/28/2013
In 8:00 AM Out None
In None Out None

1. Select the Times to add to the employees attendance records.
You can add individual times for Start Work, Start Lunch, End Lunch, End Work by checking the boxes next to each additional time you wish to add and then modifying the time settings.
You can also add time just by the number of total hours with out individual punches by choosing the last "**Add this time**" option.

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2. Select the Payroll Method you will use to apply to these new times.

Normal Time - Calculates an employees work hours as Regular time until the overtime threshold is reached at which point it will begin to calculate overtime hours.
Regular Time - Calculates an employees work hours as Regular time no matter whether the overtime threshold has been reached or not.
Overtime - Calculates an employees work hours as Overtime where 1 hour worked is equal to 1.5 hours of pay.
Double-time- Calculates an employees work hours as Double-time where 1 hour worked is equal to 2 hours of pay.

Use this Reason - You **MUST** select a reason for this manual time modification by choosing from the "**Use this Reason"** drop down menu or typing in a new reason in the text box. New reasons typed will be retained and can be chosen from the drop down list in the future. The new records will not be saved if there is no reason listed. The software will generate a warning message if there is no reason listed when the new record is saved.

Use this Work Code - Type in a work code to be used when adding this record(s). This would be the same as if the employee keyed in a job code on the time clock before clocking IN or OUT in order to apply the hours worked to a specific job code. See Employee Performance under the Work Activity section of this topic.

3. **Selection Information -** The information you have selected can be previewed under the "**Selection Information**" heading at the bottom of this section. You may choose whether the times you are adding are **IN's, OUT's** or **Breaks** by choosing the appropriate drop down menu and making the proper **IN, OUT** or **Break** selection. This makes it convenient when adding time records that may cross multiple days or overnight.

Select a date from the calendar in which these new or modified times will be applied.

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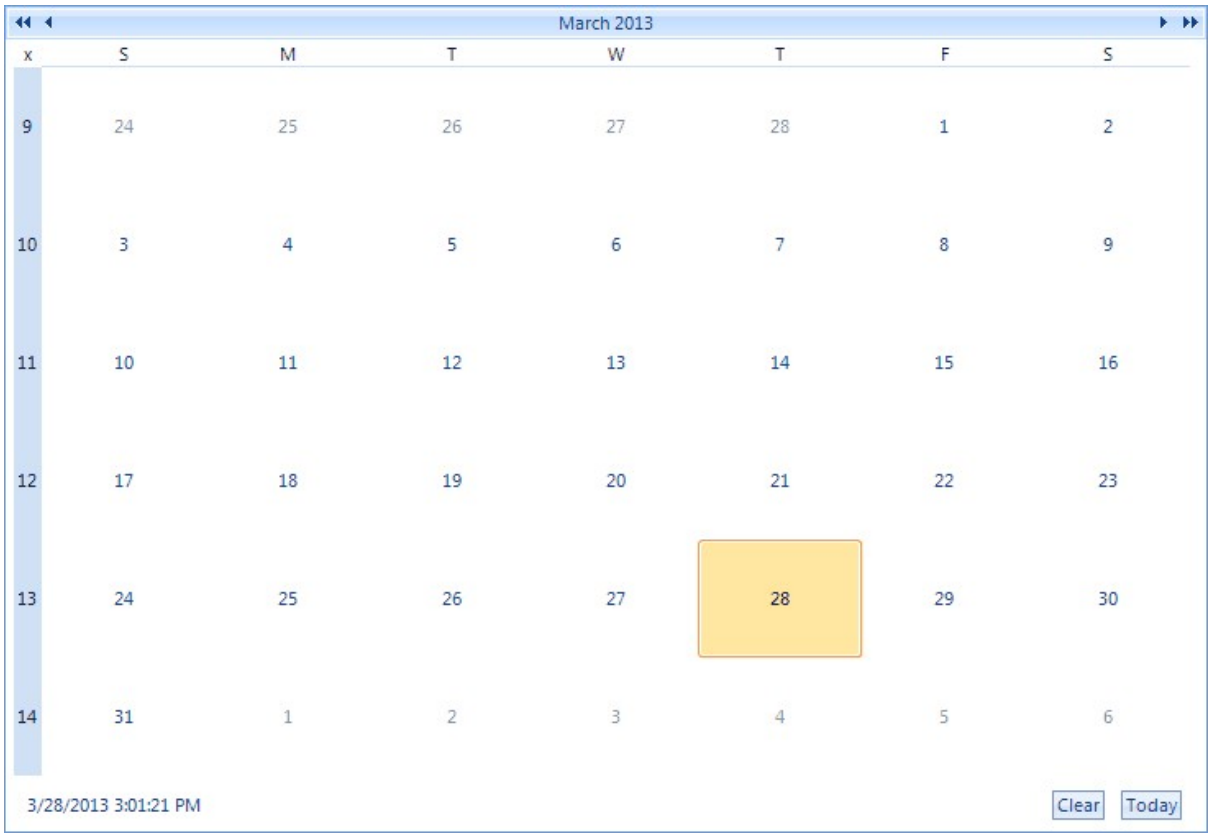

Select an employee(s) from the "**Employee List**".

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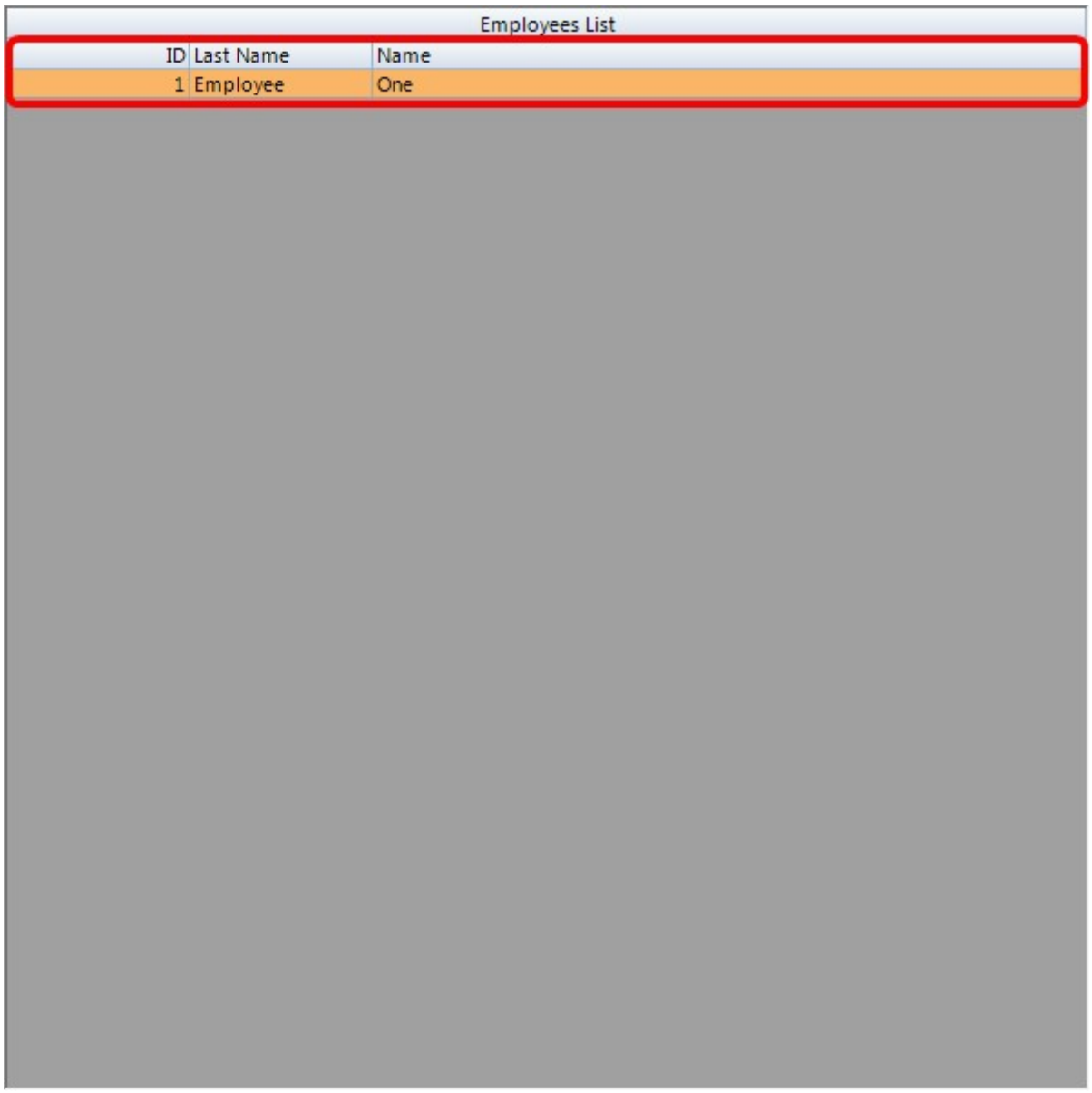

Once all of the time modification settings are completed and an employee has been selected, click the "**Add Record/s**". button at the bottom of this screen.

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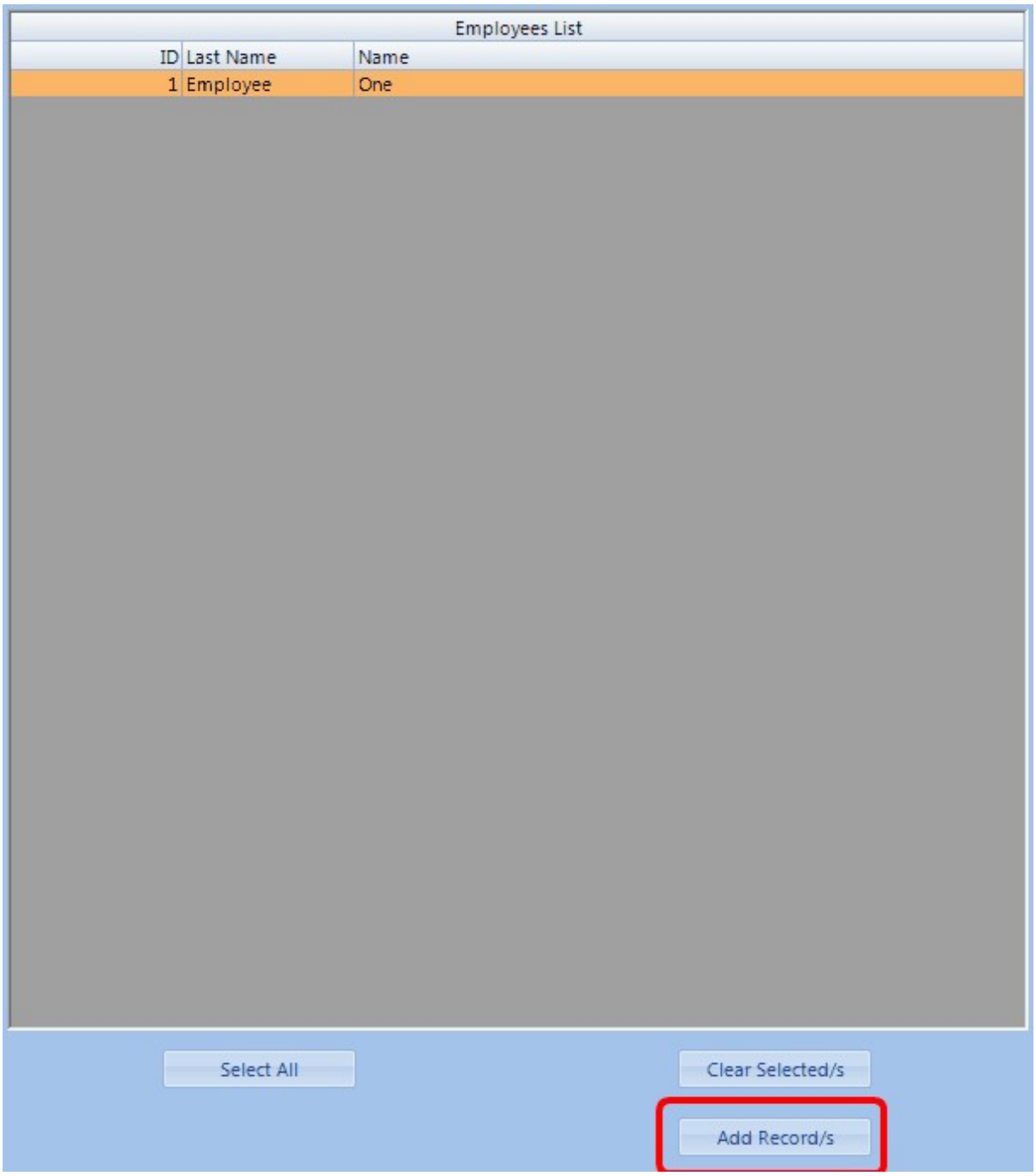

3.1.2.2 Round Off Employee Times

In order for the Rounding function to work, the employees must have been setup with a shift. The shift settings define the start time and the end time for each employees work day. The rounding option allows managers or administrators to quickly adjust the start and end time

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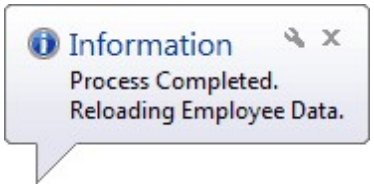
captured which is outside of the approved works hours or shift time frame.

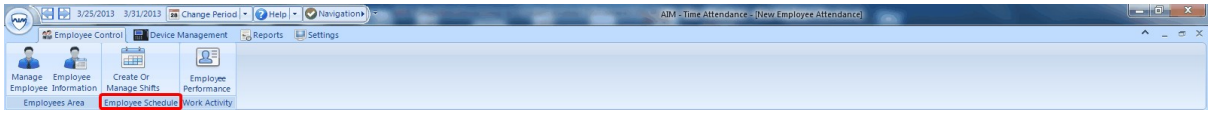
For Example: An employees shift is set for 8am - 5pm. The employee clocks IN at 7:45am and clocks OUT at 5:15pm. If these times were to be rounded, then they would show up on the report as 8am and 5pm respectively. However, in this same example, if the employee clocks IN at 8:15am and clocks OUT at 4:45pm, then Rounding would not adjust either time. This is because the employee arrived to work late and left work early. In both cases they would be missing time and rounding would not affect these times in this case.
Therefore, Rounding only adjusts time stamps that are outside of the approved work hours to reflect the start and end time of the shift as set in the employees schedule.

To Round off employee times, simply Click the "**Round Off Employee Times**" button at the bottom of the screen.

A Pop-up message will appear in the bottom right hand corner of the screen to let you know that this process is complete. You will notice all time stamps will now be adjusted to reflect the start and end time that is set in the employees schedule.



3.2 Employee Schedule



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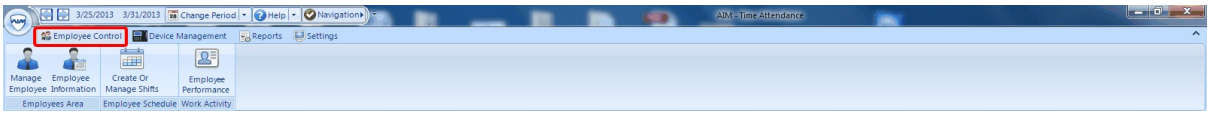
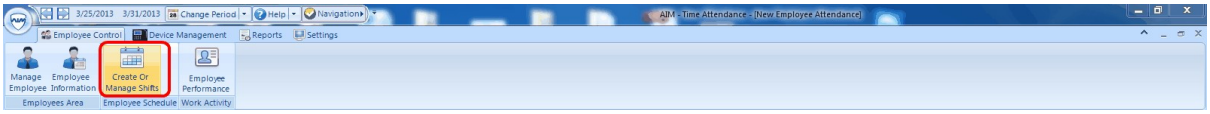
3.2.1 Create or Manage Shifts

The AIM-Time Attendance application requires Employee Shifts, by default, to calculate when an employee is on-time or tardy for work. On-Duty hours worked during the employees scheduled shift will show up in the Regular worked hours field. On-Duty worked hours which is outside of the Employees scheduled shift will show up as Out-of-Shift work hours, and would not be calculated as worked hours for payroll processing. Out-of-shift time can be approved in two clicks. Shifts can be created for individual employees, or they can be assigned to an entire department or organization at once. IE: Mon-Fri ; 8am-5pm can be assigned to the entire company at once.

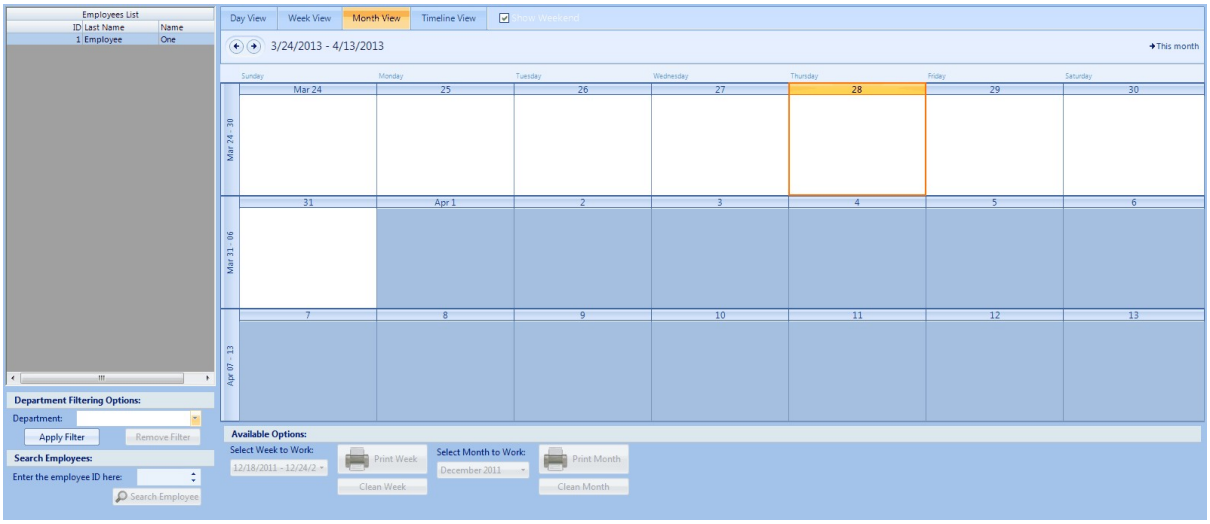
Creating and Managing new employee shifts and schedules can be accomplished by clicking on the "**Employee Control**" tab.



Next, click on the "**Create or Manage Shifts**" button.



The following window will appear:



To preview an employees shift or schedule on the calendar, click on an employee from the "**Employee List**" to highlight them.

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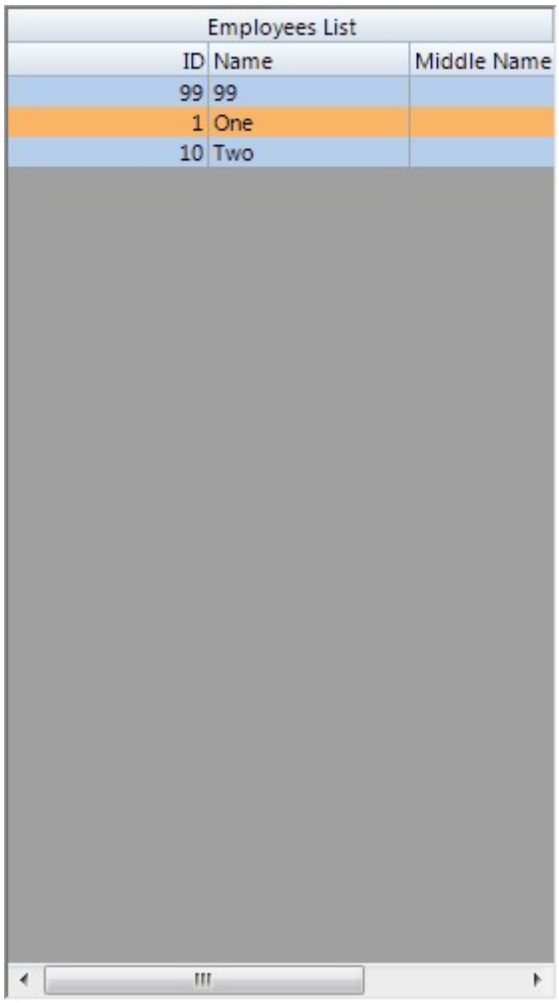
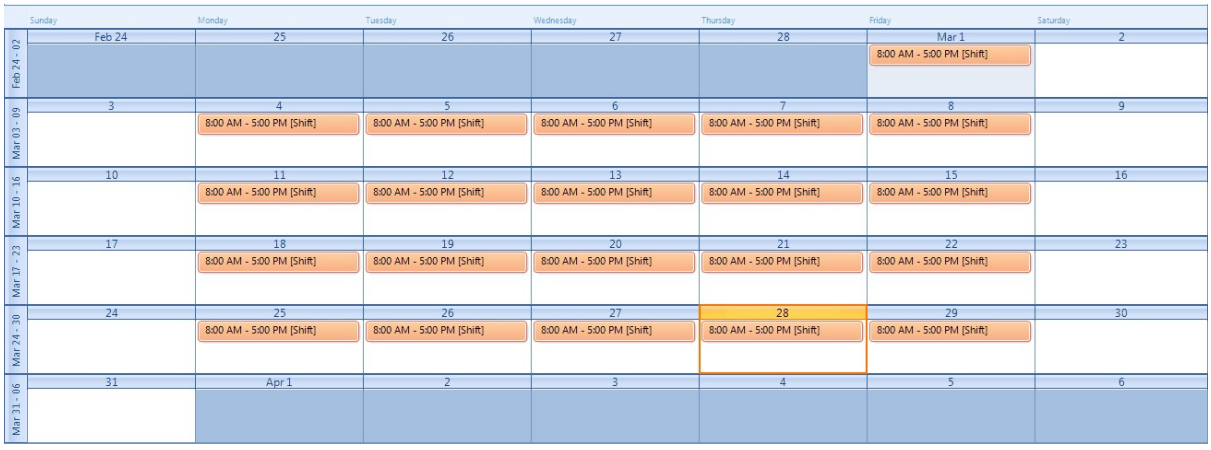


You should then see a preview of the employees scheduled work time on the calendar



Other Available Options:

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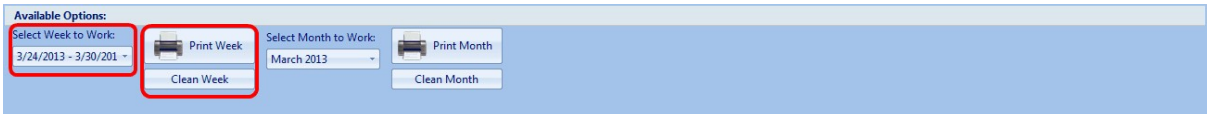
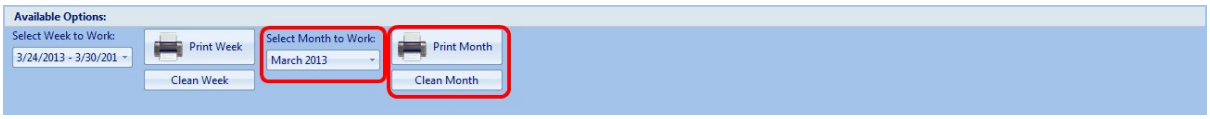
Select Week to Work - Select the week in which you wish to print or clear.
Print Week - This option will print the employees schedule for the Selected Week to Work.
Clean Week - This option will clear the employees schedule for the Selected Week to Work.



Select Month to Work - Select the Month in which you wish to print or clear.
Print Selected Month - This option will print the employee schedule for the entire month for the Selected Month to Work.
Clean Selected Month - This option will print the employee schedule for the entire month for the Selected Month to Work.



View Options:

Day View -This option will display only one day on the calendar above.
Week View - This option will display a five day work week on the calendar above.
Month View - This option will display a month on the calendar above.
Timeline View - This will display the schedule in a timeline view.
Show Weekend - Selecting this option displays weekend days on the calendar above.

Create a new Shift

To Create or Modify a shift or schedule for an employee, select an employee from the Employee List and double-click the appropriate date on the calendar shown above. You may also right-click the day you wish to start to schedule and choose "**New Appointment**" from the menu that appears.

The following window will appear:

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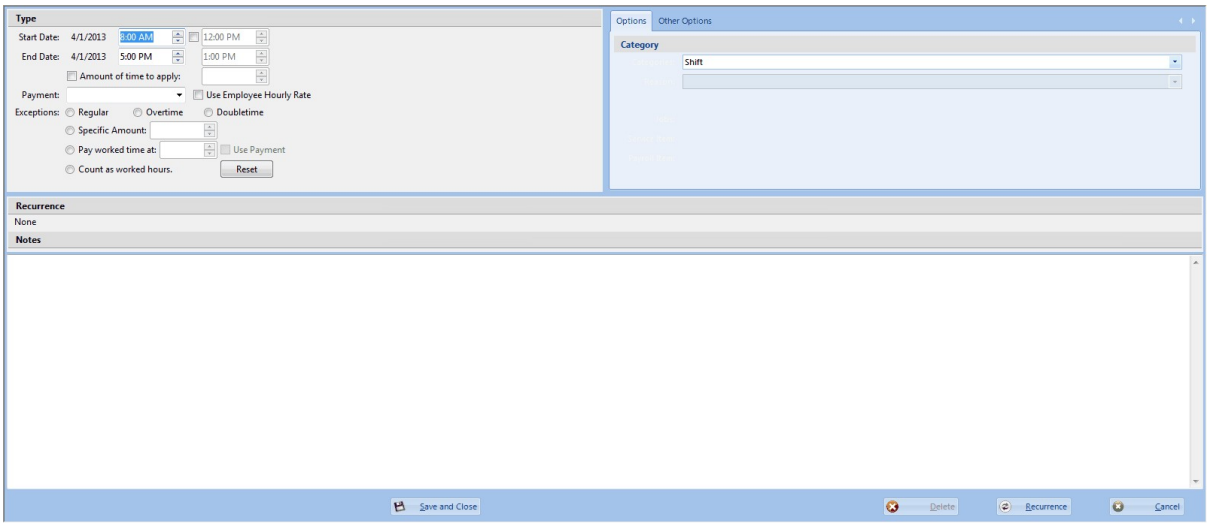
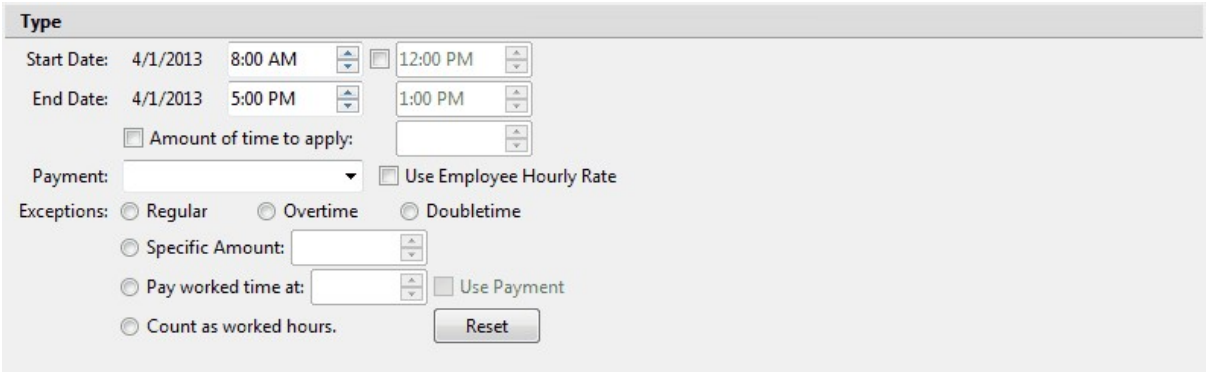


Type

Start Date - Start Date and Time for the new shift.
End Date - End Data and Time for the new shift.(Choose whether to include a lunch time period or not by selecting the Check box to the left.)
Amount of time to apply - Enter the number of hours to apply regardless of time setting above.
Payment - Select the type of payment to apply. New payment types can be created through the Payment Settings button under the Settings tab.
Use Employee Hourly Rate - Select this option to apply the hourly rate configured in the employee profile.
Exceptions - Choose whether time worked will be applied as Regular, Overtime or Double-time pay.
Specific Amount - Select a specific amount of compensation to be paid for this shift.
Pay Worked Time At - Choose the type of hours to apply for this payment.
Count as Worked Hours - Select this option to apply all time as worked time.
Reset - Click this button to reset all the options selected on this form.



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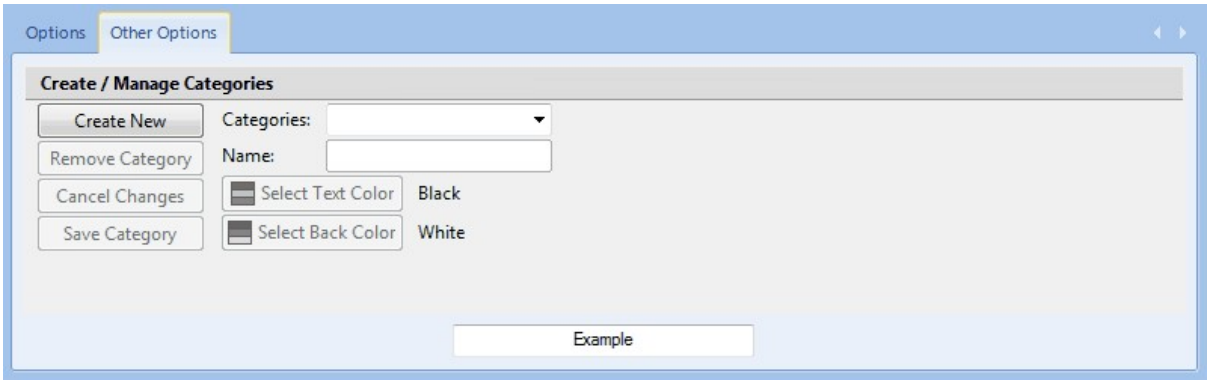
Options Tab

Category

Categories - Choose the category that this schedule will fall into: Shift, Sick, Vacation, Holiday, Personal or a custom name of your choosing. (Some categories have sub-options that will appear in the drop down menu below.)

Other Options Tab



Create / Manage Categories

Create New - Click this button to create a new category.

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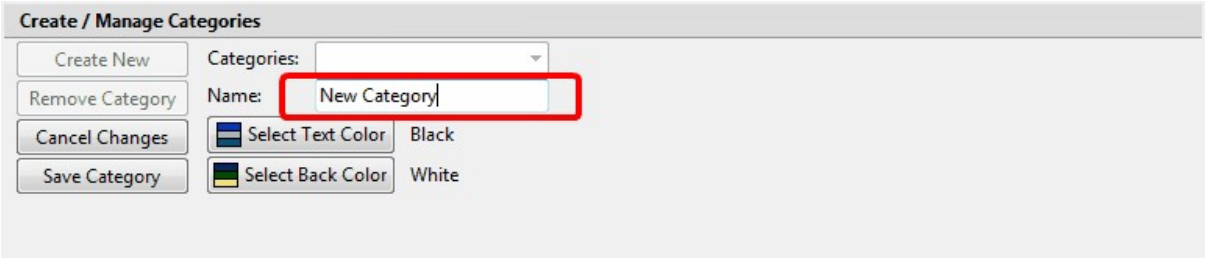
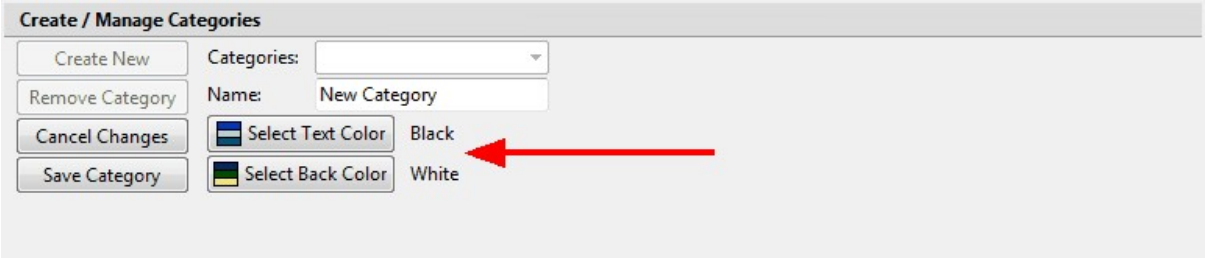
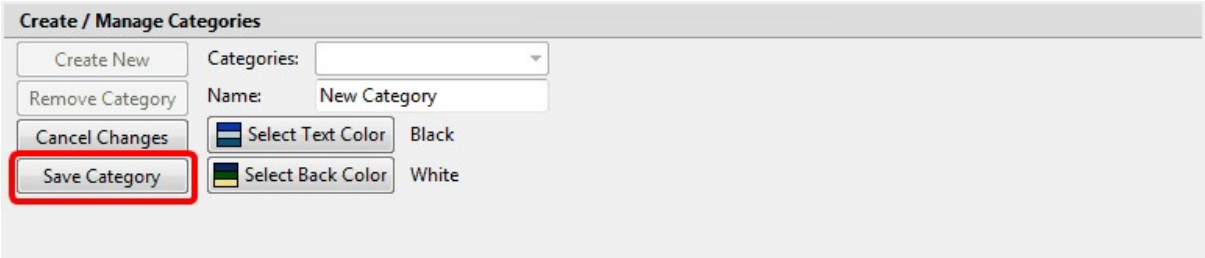
Type in a new category name in the "**Name:**" field.



Select a Text Color and a Background Color for this new category by selecting the appropriate button:



Click the "**Save Category**" button to Save the changes.



The following notification will appear:

You may now select your new category from the Categories Drop Down Menu on the Options Tab:

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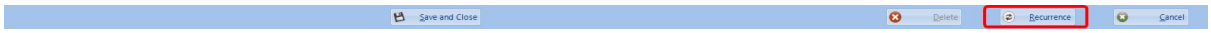
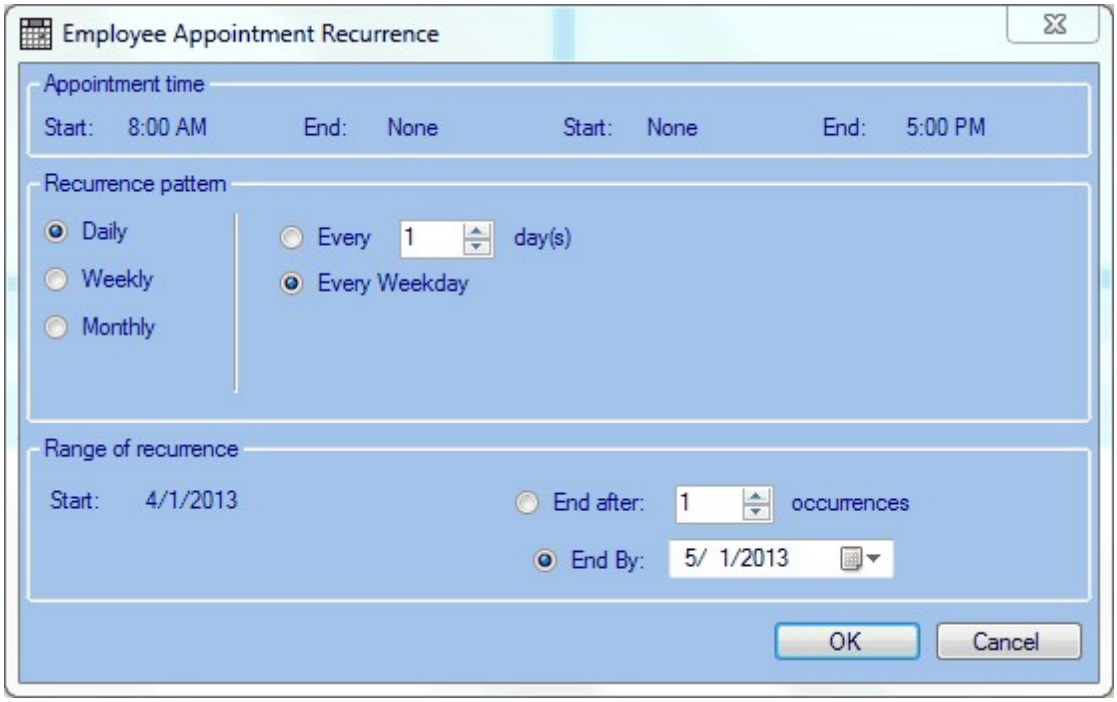
If this shift will be a recurring shift, click on the "**Recurrence**" button at the bottom.



The following window will appear:



Appointment Time - Shows a preview of the new shift for which you are setting the recurrence for.

Reoccurrence Pattern - Select the pattern in which this shift will recur.

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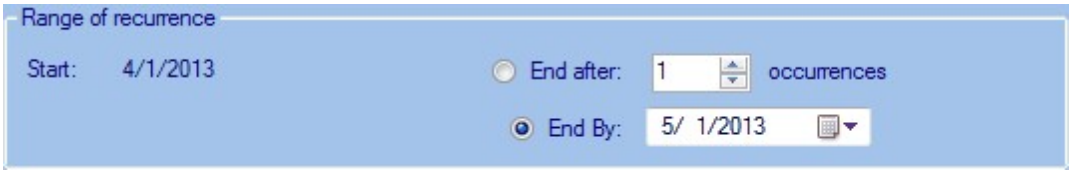
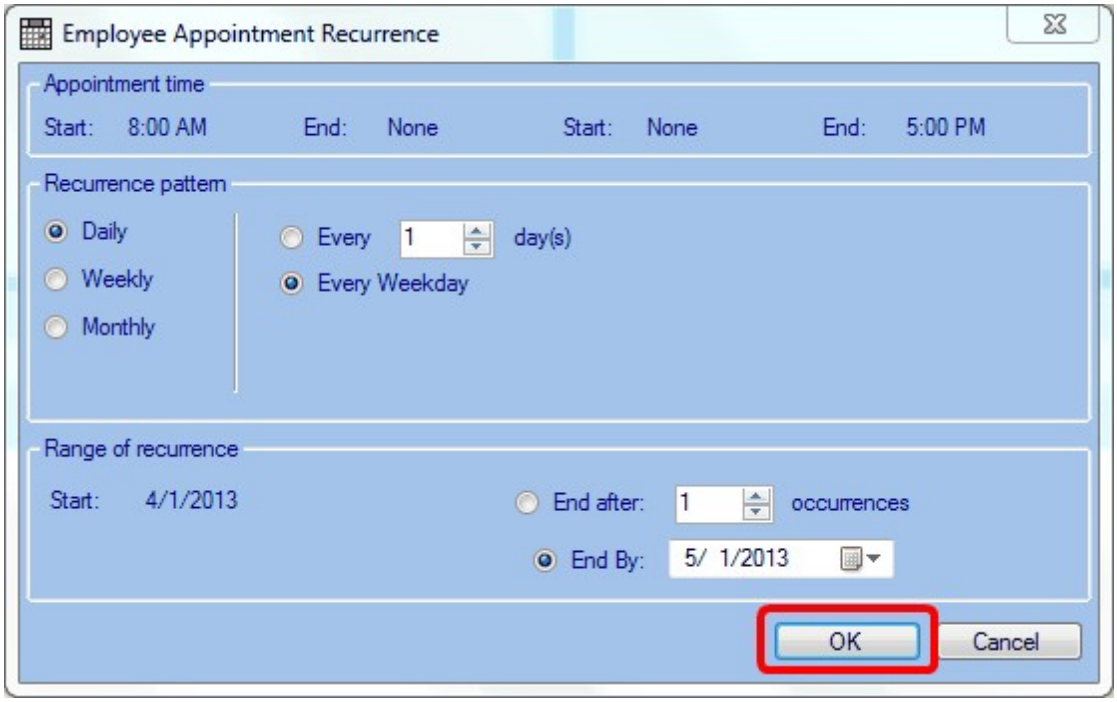
Range of Recurrence - Select the date range in which this recurring shift will span.



Click "OK" once all recurrence settings are configured to return to the Shift creation Appointments window.



Click Save and Close at the bottom of the Appointments window to Save this new shift and return to the Employee Attendance window.

Verify that your new shift has been created properly by double clicking on the appropriate employee from the Employee List. The new shift should display on the calendar in the date range in which it was created.

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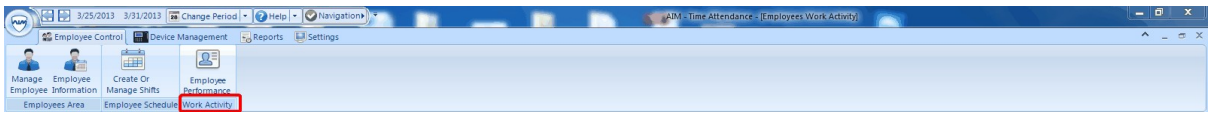
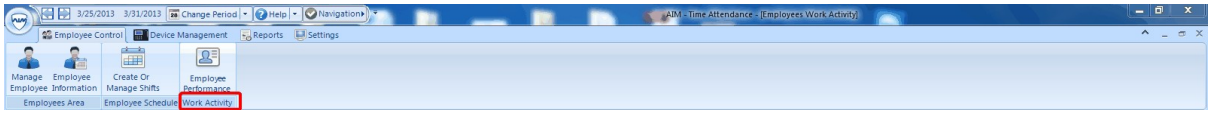
3.3 Work Activity

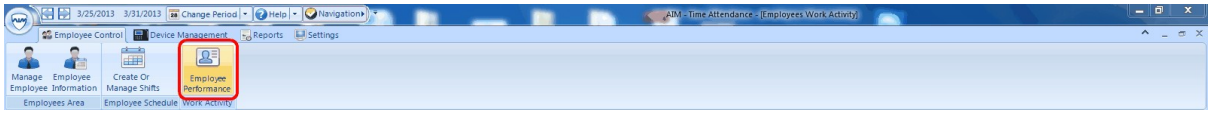


3.3.1 Employee Performance

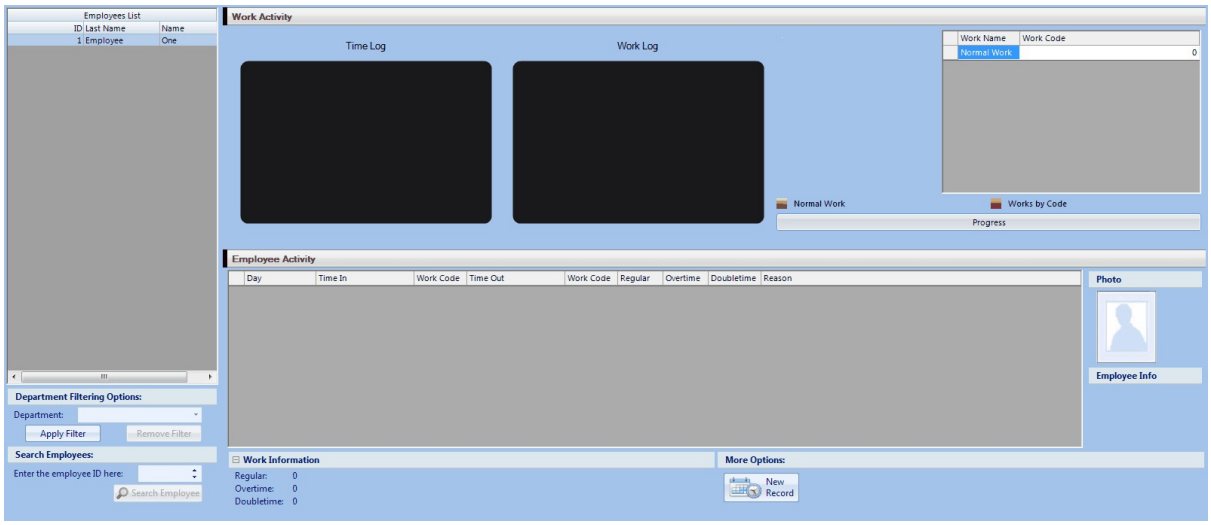
Click the "**Employee Control**" Tab.



Next, click on the "**Employee Performance**" button.



The following window will appear:



To view an Employees current work performance, double click a name from the **Employee List.**

The current employee performance information will display in the charts and grid on the right, as follows:

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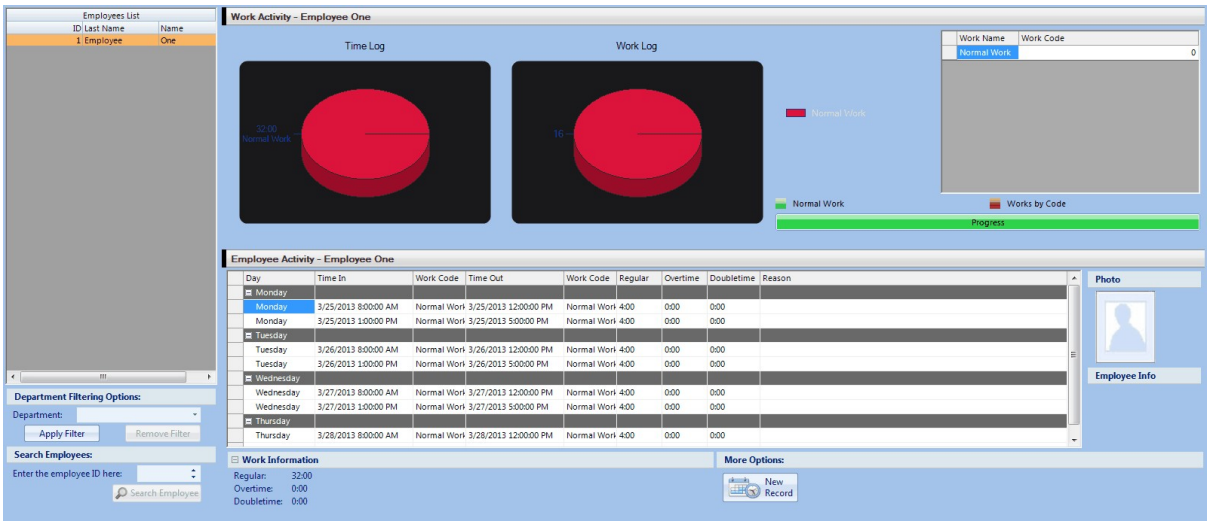


1. Time Log - Displays the Total hours worked for each job code during the payroll period selected.

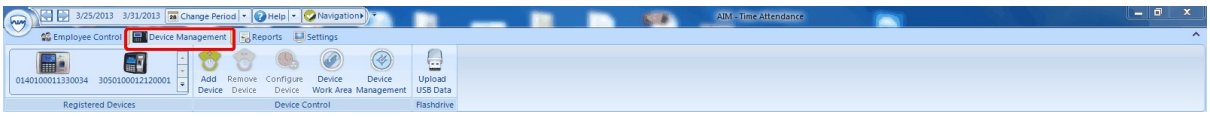
2. Work Log - Display the total number of time punches collected for each job code during the payroll period selected.

3. Work Name - This is the name associated with the Job Codes that your company may use to pay for additional services from employees. Right Click on the Name of the job code to Edit the name of the Job Code.

4. Employee Activity - This section displays data listed in the Employee Information with the addition of showing Each Job code used during each days work. Time entries in this grid can be modified by using the right click command. Work Codes can be modified by choosing the appropriate Job Code from the drop down menu that displays when you click each Job Code Name Field.

4 Device Management

To Manage Devices, click on the "**Device Management**" Tab.



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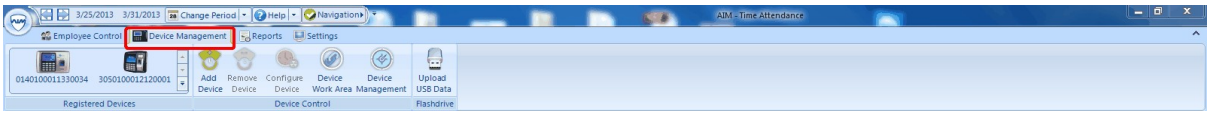
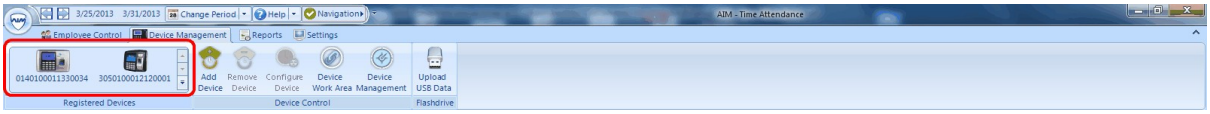
4.1 Registered Devices

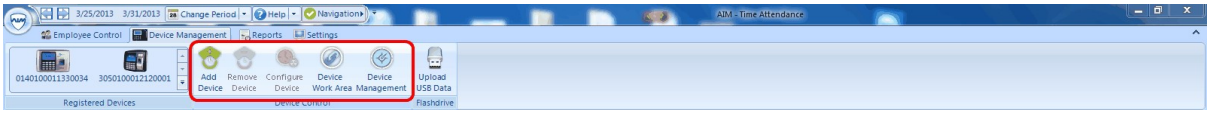
Click on the "**Device Management**" Tab.



The "**Registered Devices**" section displays the clocks that have currently been registered and activated in the AIM-Time Attendance software. These devices can be Time Clocks or Access Control devices.

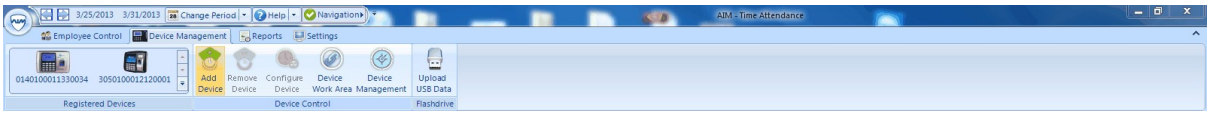


4.2 Device Control



4.2.1 Add a Device

Click the "**Add Device**" button.



The following popup will appear:

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1. Enter the "**Device Serial Number**" in the first text field.

2. Click "**Validate**" to continue.

If validation is successful, you will see the red light turn green light to the left of the Validate button.

The device will also be listed in the "**Registered Devices**" section with the appropriate device icon.

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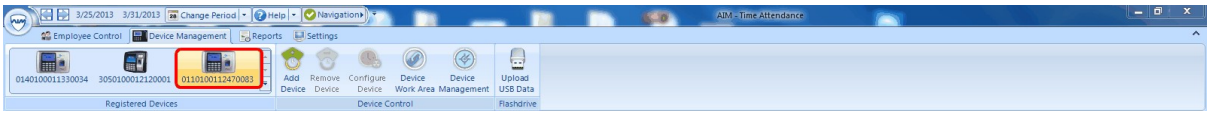
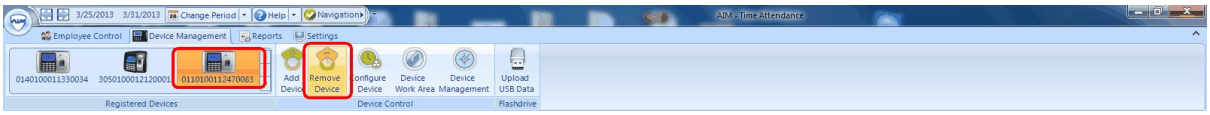
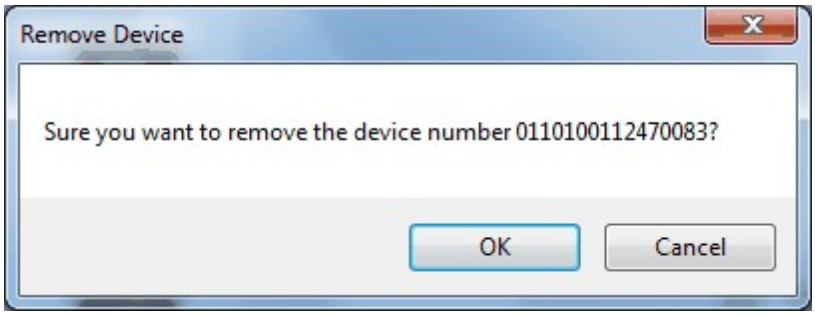


4.2.2 Remove a Device

Select the appropriate device in the "**Registered Devices**" section, then click the "**Remove Device**" button.

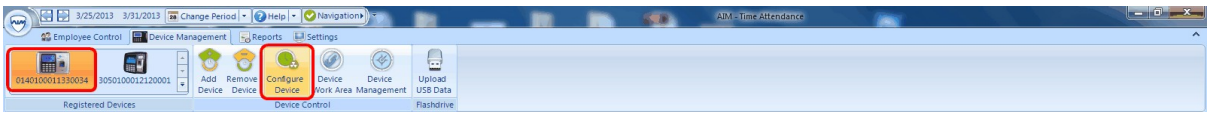


When the "**Remove Device**" popup appears, verify that the serial number displayed is the same serial number of the time clock you wish to remove. If correct, click "**OK**" to complete the removal process.



4.2.3 Configure a Device

Select the appropriate device and click the "**Configure Device**" button.



The following popup will appear:

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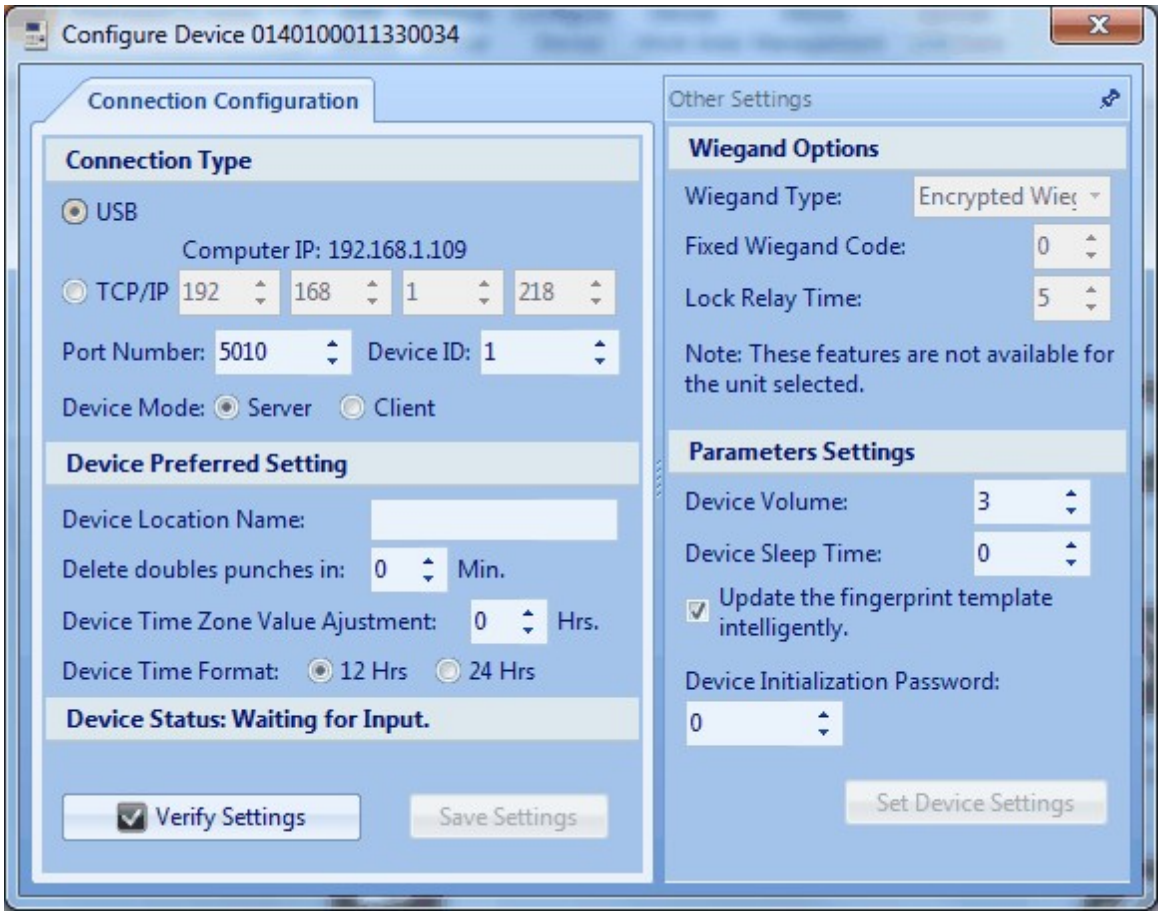

Connection Type

USB - Select this option if you are connecting this time clock using the USB interface. This would mean that the time clock would plug directly into the computer running the AIM-Time Attendance software.
TCP/IP - Select this option if you are connecting this time clock by IP address. This requires the following information to be configured on the time clock itself: **Static IP Address, Subnet Mask and Gateway**. Some units may also require the AIM-Time Attendance Server IP address or the Static IP address on your LAN assigned to the the computer running the AIM-Time Attendance software.(It is recommended to consult your local IT support personnel to assist with IP address and port settings configuration.)
Port Number - By default all AIM-Time Attendance time clocks use port "**5010**" for external and internal communication. If this port is already in use on your network or if multiple clocks will be installed on the same LAN, simply type the appropriate port in the "**Port Number**" text field. If modified, the port setting on the time clock must be set to match this custom port setting. See "Clock Control" for more information.(It is recommended to consult your local IT support personnel to assist with IP address and port settings configuration.)

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Device ID - The device ID is located in the device firmware. Typically this is located in the Device Main Menu>Setup>System. (Some models may be different)

Clock Preferred Setting

Clock Location Name - Type in the name of the physical time clock location. ie:
Delete Double Punches In - This will be in time duration in minutes in which the software will ignore a double punch. A common setting would be 5 minutes.

For example, If an employee punches in at 8:00am, and gets immediately sidetracked, then mistakenly punches again at 8:04am. The software will ignore the 8:04am punch as this falls within the 5 minute period specified above. If this setting had been set at only 1 minute, then this employee would have clocked in at 8:00am and then clocked out at 8:04am since it would be outside of a 1 minute time frame. Therefore this employees time for this day would have to be manually corrected in the software.

Clocks Time Zone Value Adjustment - This value can be modified to increase or decrease the time settings by the appropriate number of hours for the purposes from syncing the time with the central AIM-Time Attendance database computer.

For example, if your central database is located in Florida and this time clock is going to be installed in California. then you would enter a value of -3 since Pacific Time is 3 hours behind Eastern Time. This allows the clock to remain at it's local time when the "Sync Time" command is sent to the device from the central database. If all clocks are installed in the same time zone, then this setting would not be used.

Clock Time Format - Select the time display format; **12 hours** or **24 hours.**

Once all settings have been configured, connect the time clock using the preferred connection type. Then click on the "**Verify**" button.

This will locate the time clock and verify or modify all information that was specified in this form. If successful, click on the "**Save**" button to complete the time clock configuration.

Other Settings

Wiegand Settings - Use this setting to specify the type of communication that will be used with your access control device.

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Standard Anviz Contollers use the Encrypted Wiegand option.
Fixed Wiegand Code - If a fixed Wiegand code is selected from above, this is where the specific code would be entered.
Lock Relay Time - This setting specifies how long the lock relay will be opened. Once the duration is reached, the relay will close again.

Parameter Settings

Device Volume - Set the device volume level

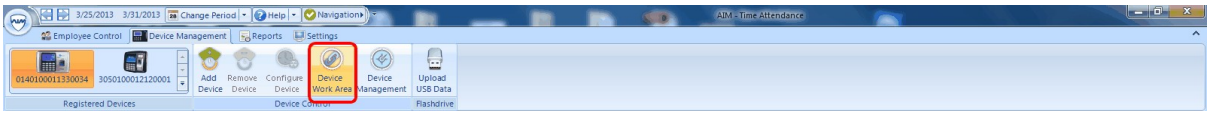
Device Sleep Time - Set the time before the device display will go to sleep

Update the fingerprint template intelligently - Select this option to have the fingerprint template of each user automatically updated with a better image capture every time the users touch the sensor.

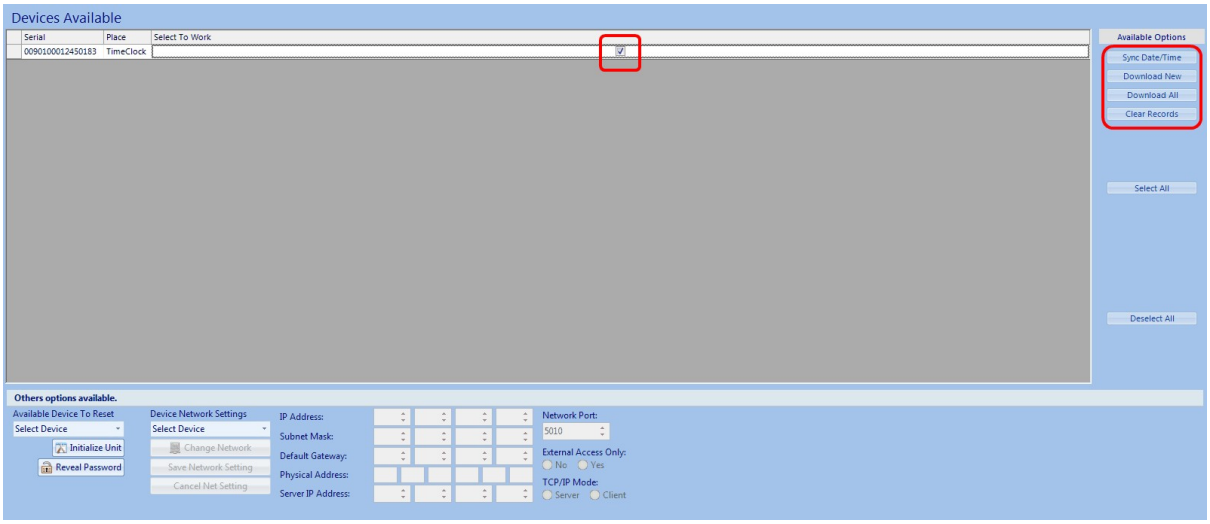
Device Initialization password - Set the password that will be used to Initialize the device. By default this password is "0".

4.2.4 Device Work Area

Click on the **"Device Work Area"** button.



The following window will appear:



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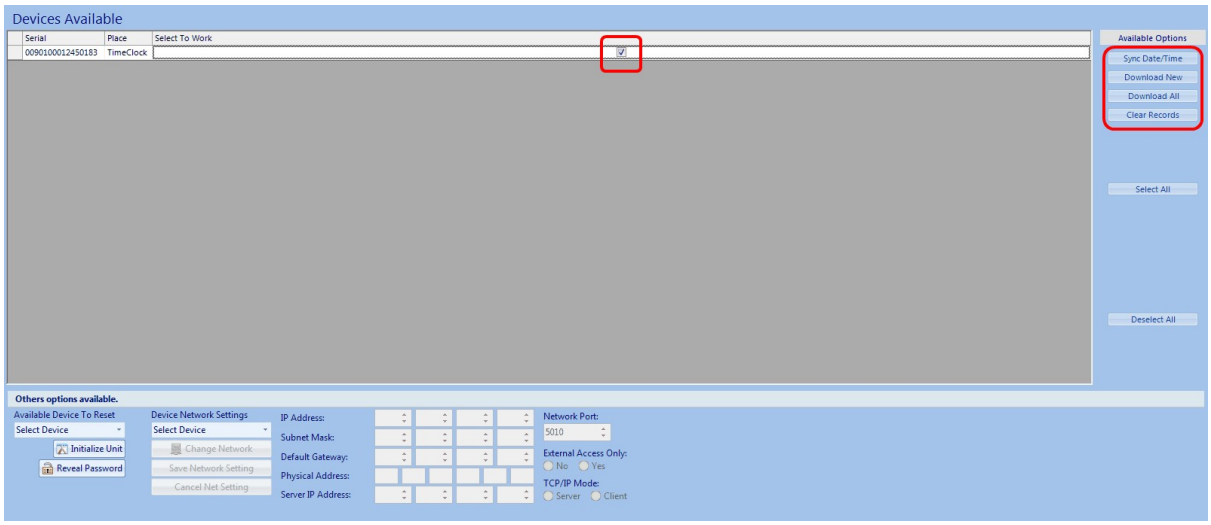
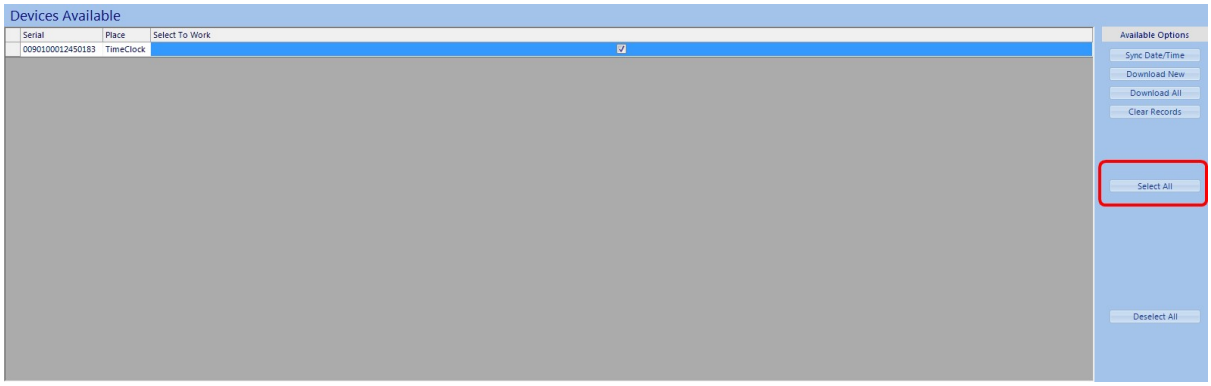
Place a check mark next to the Device you wish to communicate with to Synchronize the time, collect time records, or clear records on a device.



To connect all devices at once, click on the "**Select All**" button in the right hand side tool bar.



Once the device/s are selected you can synchronize the time with the computer by clicking the "**Sync Date/Time**" button.

Once the device/s are selected you can download the latest employee time and attendance or access control records stored on the device by clicking the "**Download New**" button.

Use the "**Download All**" button to collect all records in history from the device.

After these records have been downloaded into the software database, you can clear all records from the time clock by clicking on the "**Clear Records**" button. It is recommended to leave the records on the time

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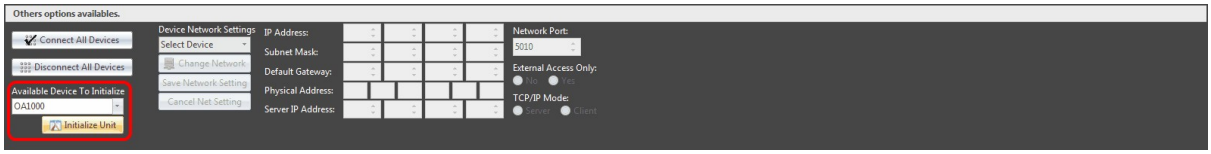
clock as long as possible to act as an alternate backup off all of your time records.

To deselect the device/s uncheck the box next tot he device or click the "**Deselect All**" button at the bottom.

To reset the device to factory default settings, choose the appropriate clock from the drop down list in the bottom right hand corner, then click the "**Initialize Unit**" button.

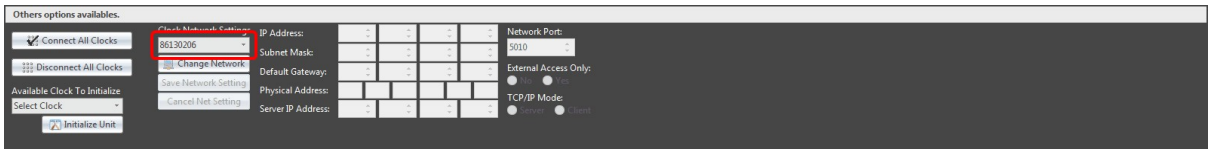


You must currently be connected to the device via before it will be available in the drop down list. If all devices are connected, be sure to choose the correct device that you want to restore to default settings.

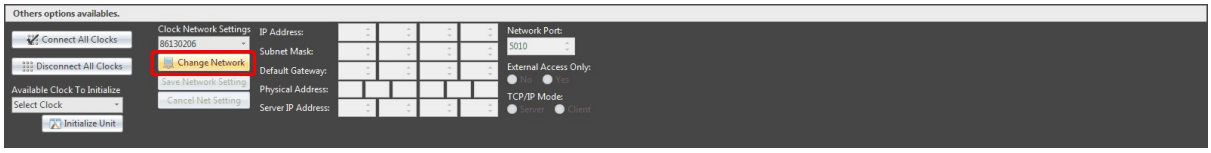
Initializing the clock will erase all users and records from the time clock.

With the clock connection established through the provided USB cable, you can pre-configure the "**Device Network Settings**" before deployment or installation.

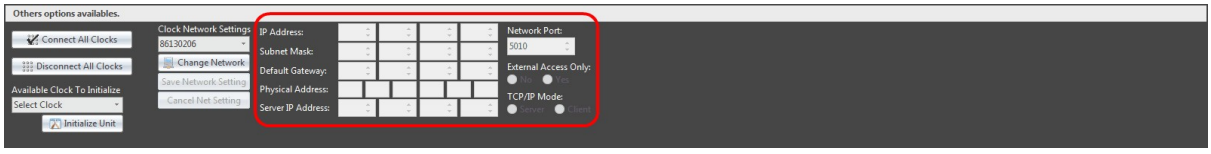
Choose the appropriate device from the drop down list.



Click the "**Change Network**" button.



The following Fields will become available.



(If you need assistance with this section, please contact your local IT

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support representatives.)

IP Address: The static IP address of the clock on your LAN.
Subnet Mask: The default Subnet Mask of your LAN.
Default Gateway: The default gateway IP address on your LAN.
Physical Address: The MAC address of the device.
Server IP Address: The IP address of the machine that will serve the AIM-Time Attendance Professional software.
Network Port: The communication port that the server will use to communicate through the LAN or WAN to the time clock. By default, this port is set to 5010. If this port is already in use on your network, you can change this setting here.
External Access Only: With this option enabled, this device will only be accessible via a server on the WAN. No computer on the local LAN will have access to this device.
TCP/IP Mode:

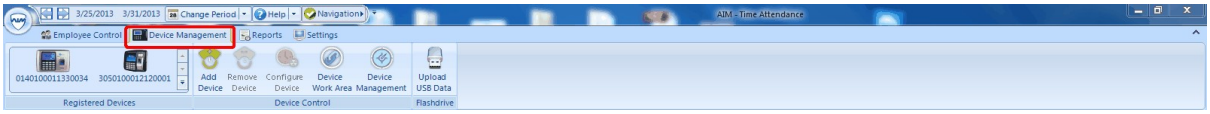
Server Mode: With this option enabled, the device will only communicate with the **Server IP address** configured to the right. Central Time Clock Management.

Client Mode: With this option enabled, the device will communicate with any or multiple computers that request the time records from the device. Remote/Multiple time clock management machines.

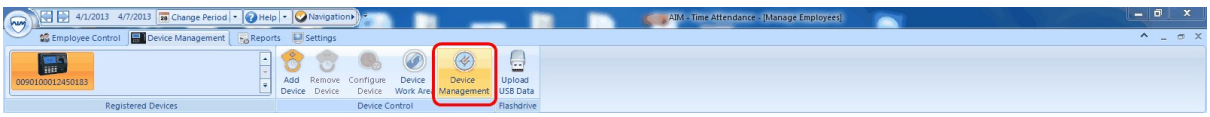
4.2.5 Device Management

To begin managing devices, you must have first establish a connection to one or more devices.

To configure a device, click on the "**Device Management**" Tab.



Select the appropriate device and click the "**Device Management**" button.



The following window will appear:

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To use the links in the Device Options and Fingerprint Options sections at the top, you must select a device in the bottom by placing a check in the box next to the time clock name.

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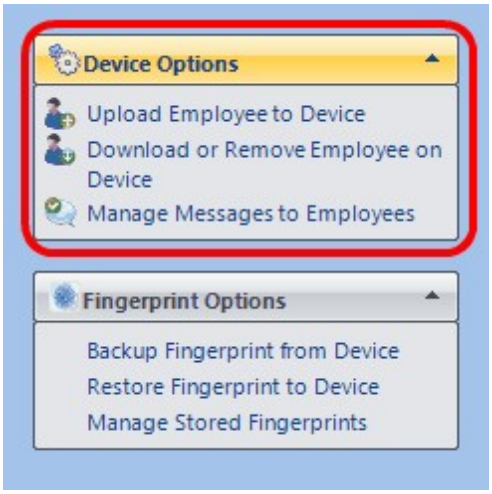
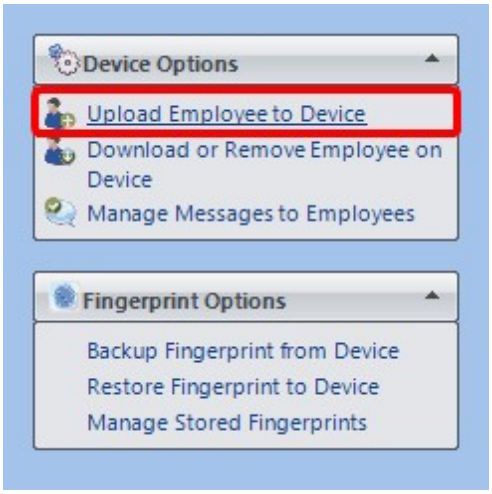
4.2.5.1 Device Options



4.2.5.1.1 Upload Employee to device

Upload Employee to Device

To upload employee names from the AIM-Time Attendance database to the device, select a device to upload the employee to from below and then click on the "**Upload Employee to Device**". This option is used to upload the employees profile including the name onto the device so that when the fingerprint sensor is touched, the employees name will display on the screen.



The following window will display:

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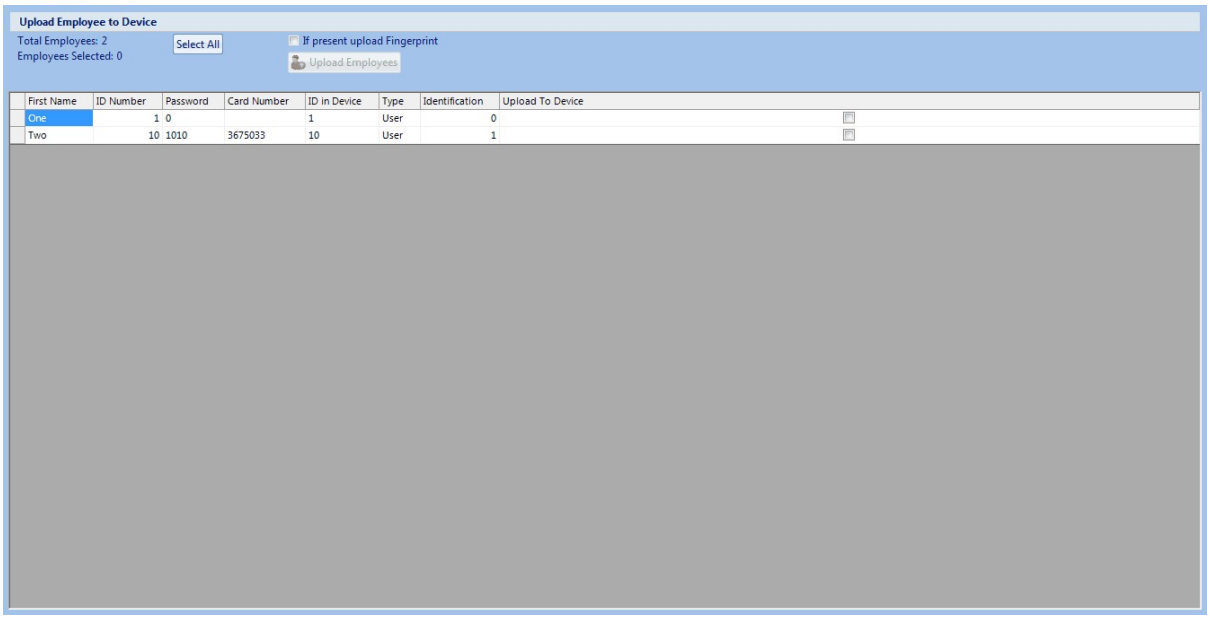
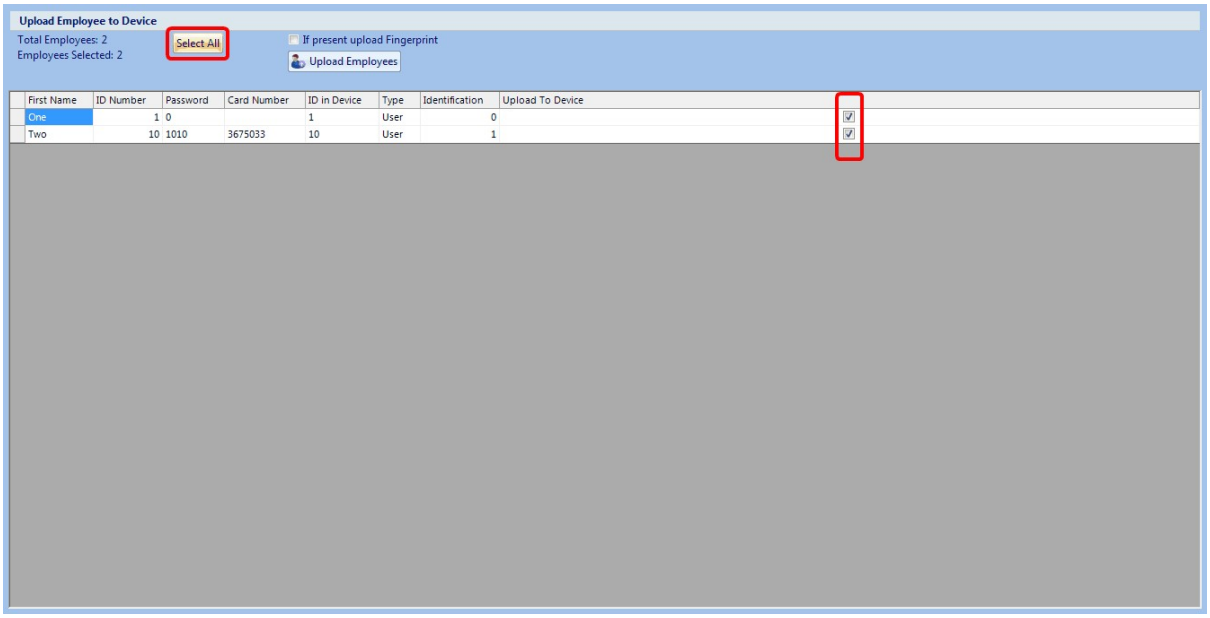


Choose the employees that you would like to upload to the selected time clock/s by placing a check in the box on the right hand side.

If you would like to upload all employees at once, click the "**Select All**" button up top. This will place a check next to all employees in the list.



Check the box "I**f present upload Fingerprint**" if you would like to transfer fingerprint stored in the database to the device also. This is useful when uploading existing employees to a new device. Then, click the "**Upload Employees"** button to complete this task.

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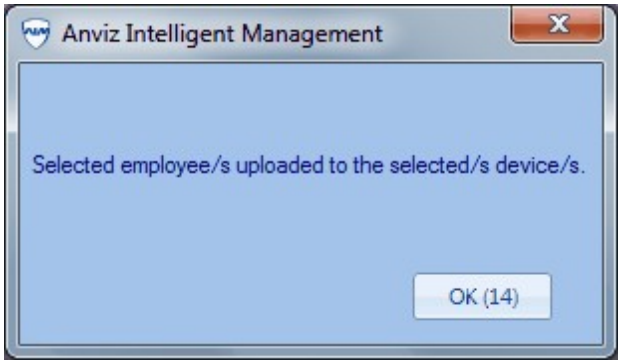
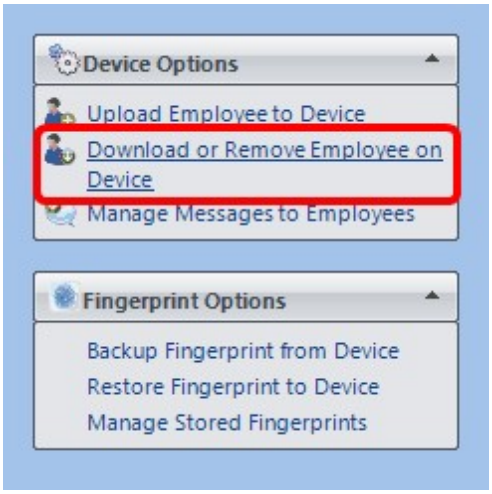
The following message will appear if this operation is successful:



4.2.5.1.2 Download or Remove Employee on Device

Download or Remove Employee from Device

To download or remove an employee from the device, select a device to download or remove the employee from at the bottom, then click on "**Download or Remove Employee on Device**". This option is used to upload the employees profile including the name onto the device so that when the fingerprint sensor is touched, the employees name will display on the screen.



The following window will display:

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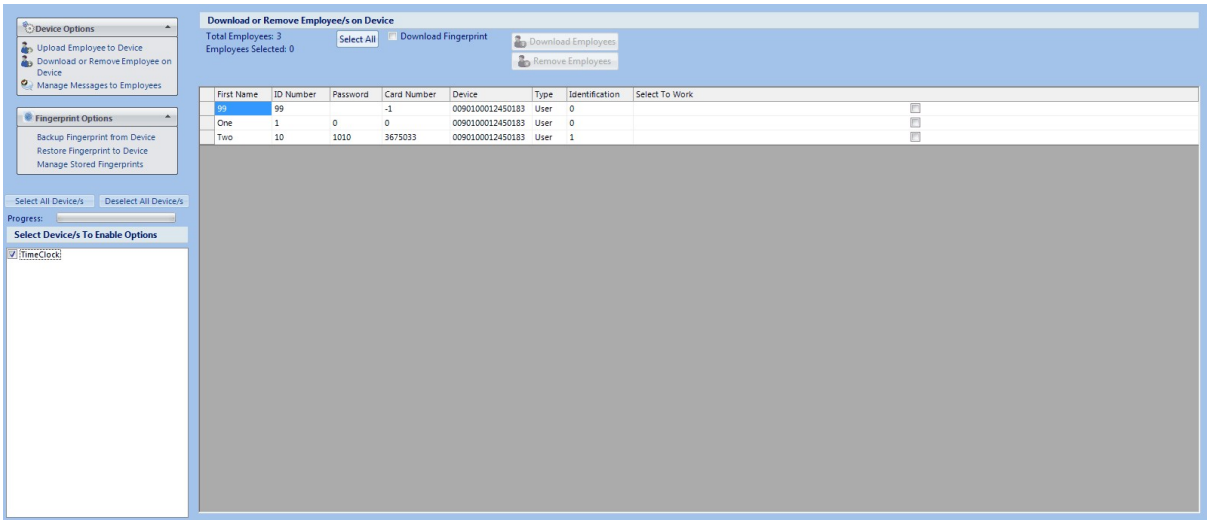
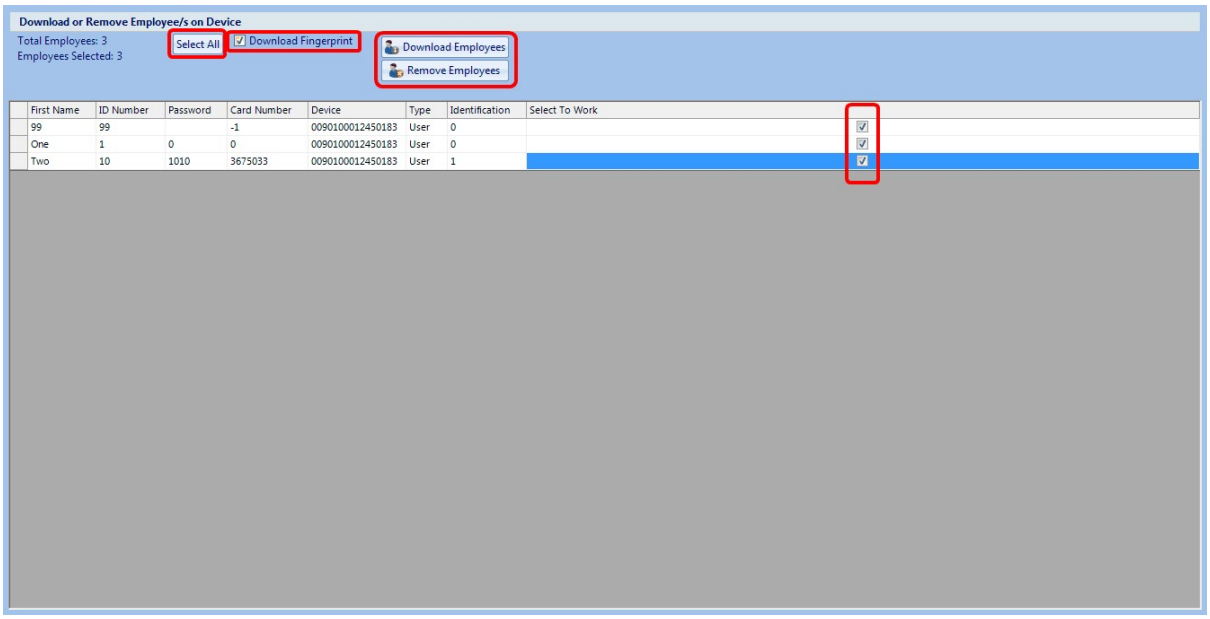


Choose the employees that you would like to download or remove from the selected device by placing a check in the box on the right hand side.

If you would like to download or remove all employees at once, click the "**Select All**" button up top. This will place a check next to all employees in the list.



Check the box "**Download Fingerprint**" if you would like to download or remove the fingerprint stored in the device also. This is useful when re-enrolling existing employees to make sure that the fingerprint is not repeated in the system during re-enrollment. Then, click the "**Download Employees**" or **"Remove Employees"** button to complete this task.

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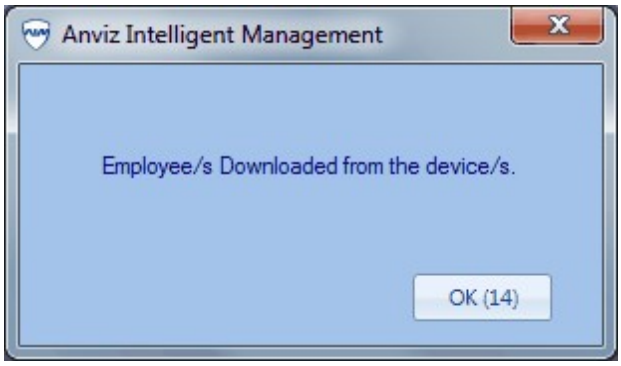
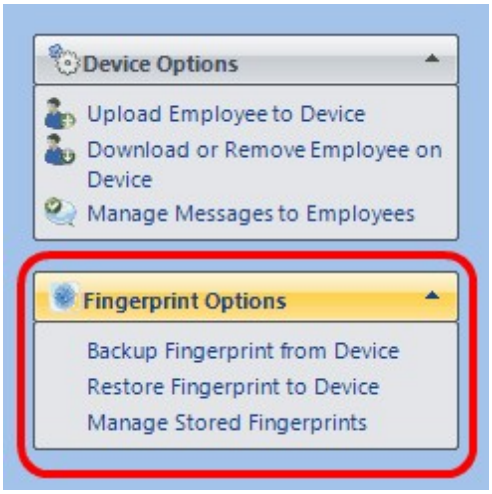
The following window will appear if this operation is successful:



4.2.5.2 Fingerpint Options



4.2.5.2.1 Backup Fingerpint from Device

Click the "**Backup Fingerprint from Device**" option and the following window will appear:

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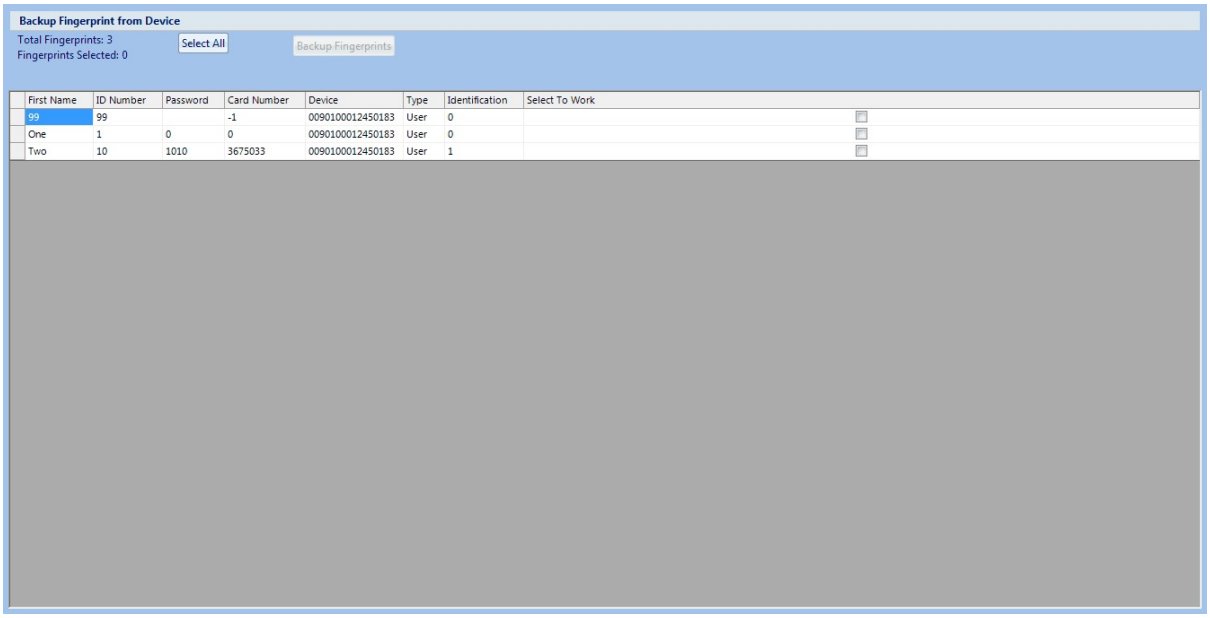
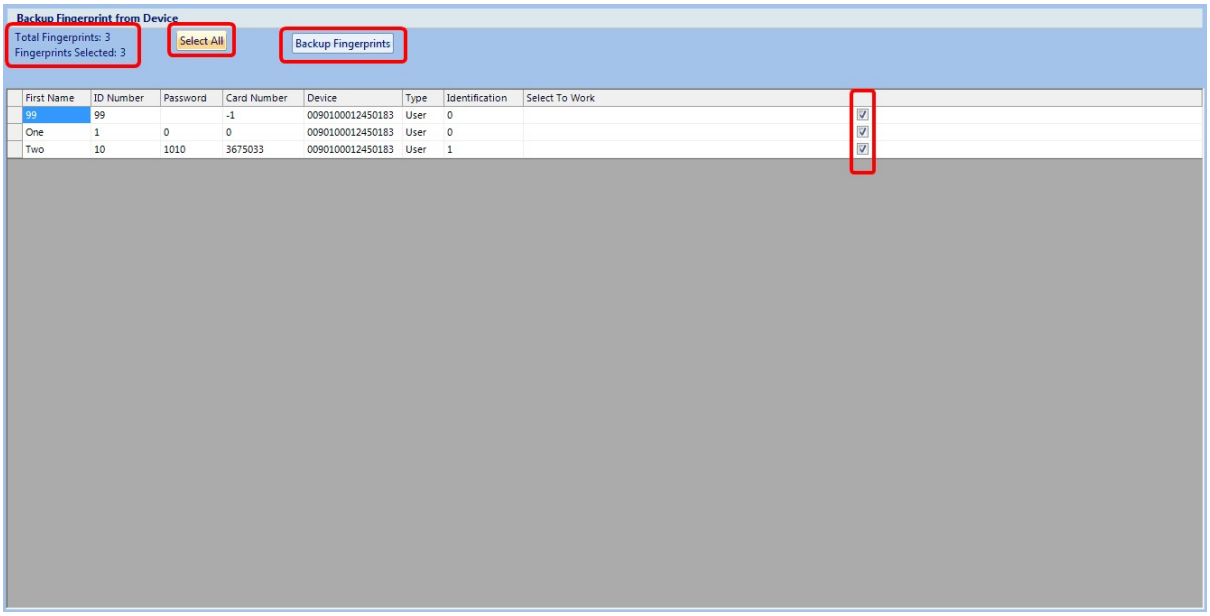


Click the "**Select All**" button or check the fingerprints you wish to backup individually. The total number of fingerprints on the device and total number of fingerprints selected will be displayed in the upper left hand corner.



Once all the fingerprints you wish to backup are selected, Click the "**Backup Fingerprint**" button to complete this task.

The following window will appear if this operation is successful:

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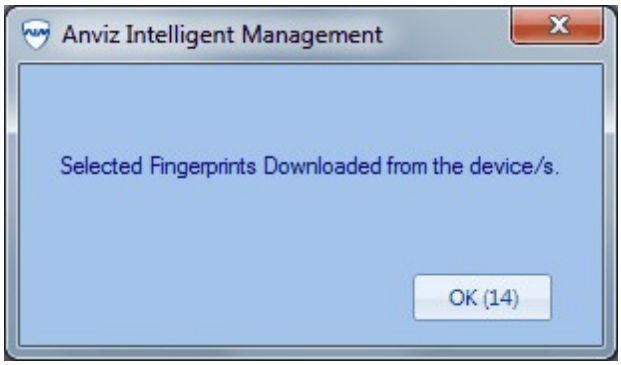
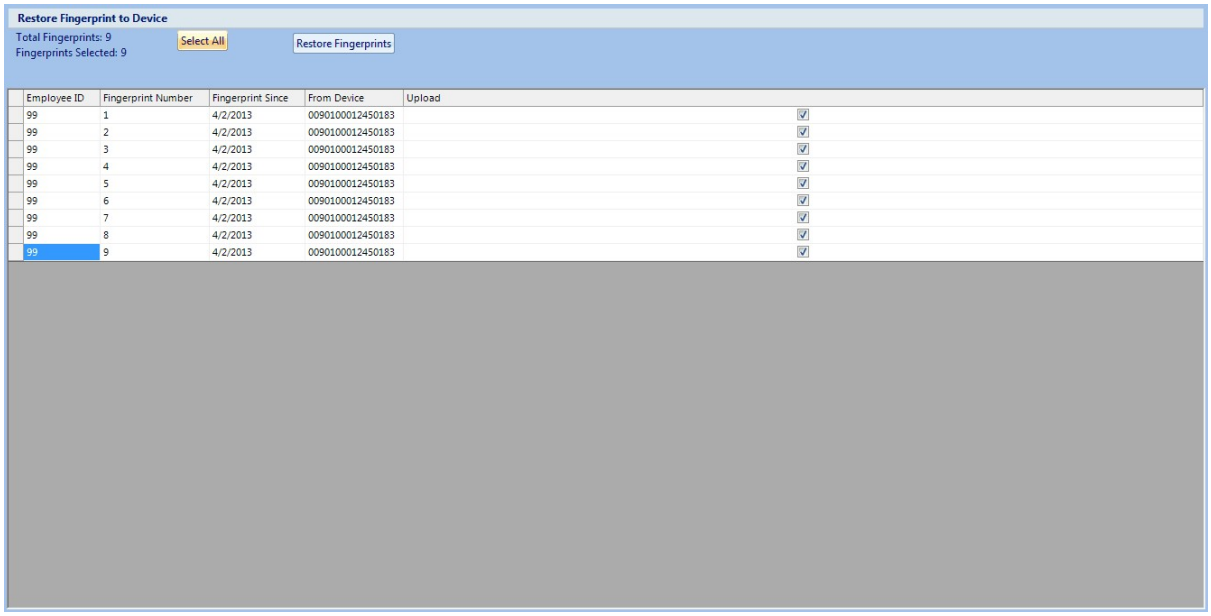


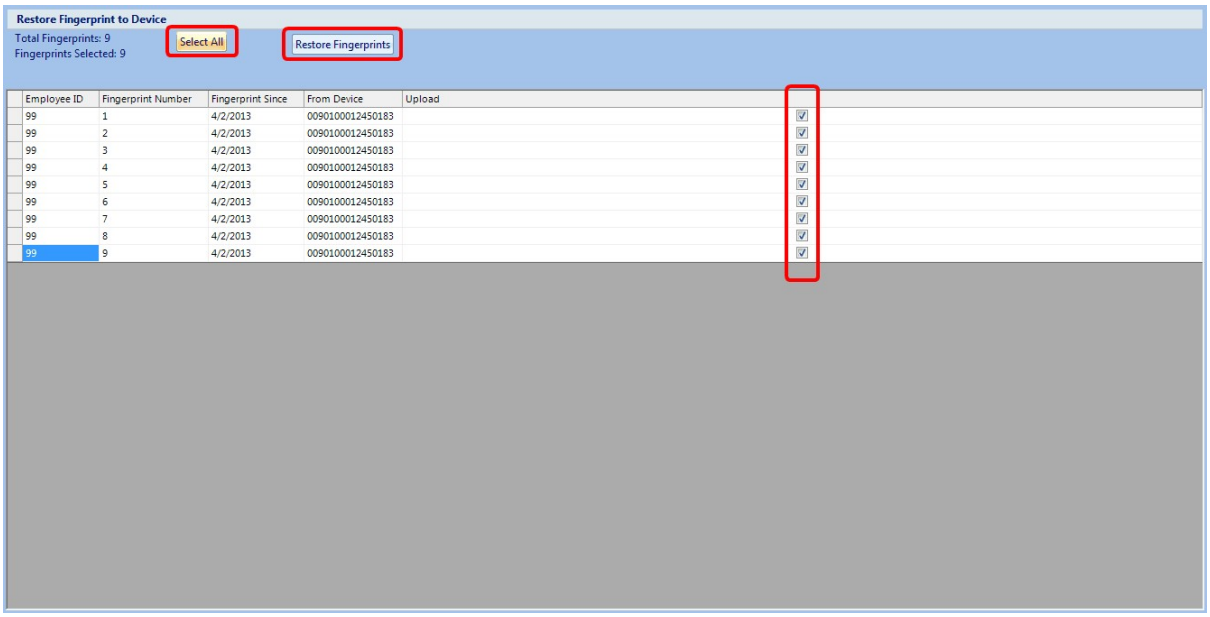
4.2.5.2.2 Restore Fingerpint to Device

Click the "**Restore Fingerprint**" option once the device is selected below and the following window will appear:



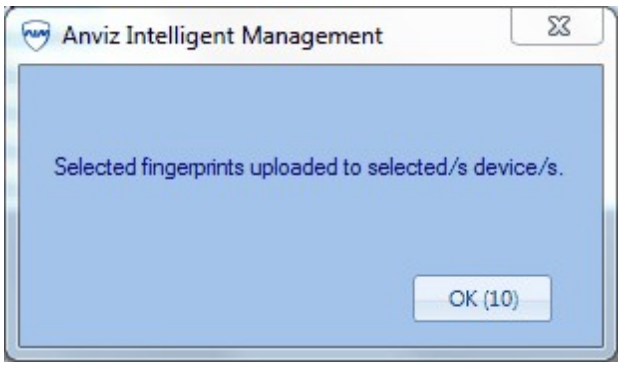
Click the "**Select All**" button or check the fingerprints you wish to restore individually. The total number of fingerprints on the device and total number of fingerprints selected will be displayed in the upper left hand corner.

© 2013 ANVIZ Global Inc.



Once all fingerprints have been selected, click the "**Restore Fingerprints**" button to restore fingerprints to the selected Device/s.

The following window will appear if this operation is successful:



4.2.5.2.3 Managed Stored Fingerprints

Click "**Managed Stored Fingerprints**" and the following window will appear:

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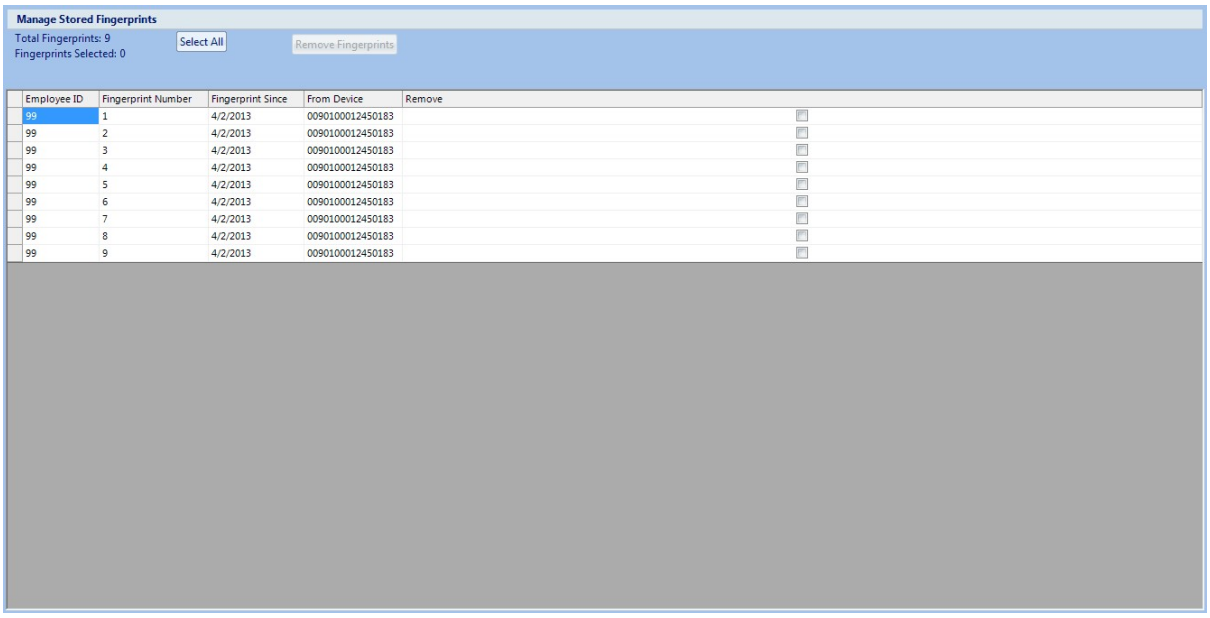
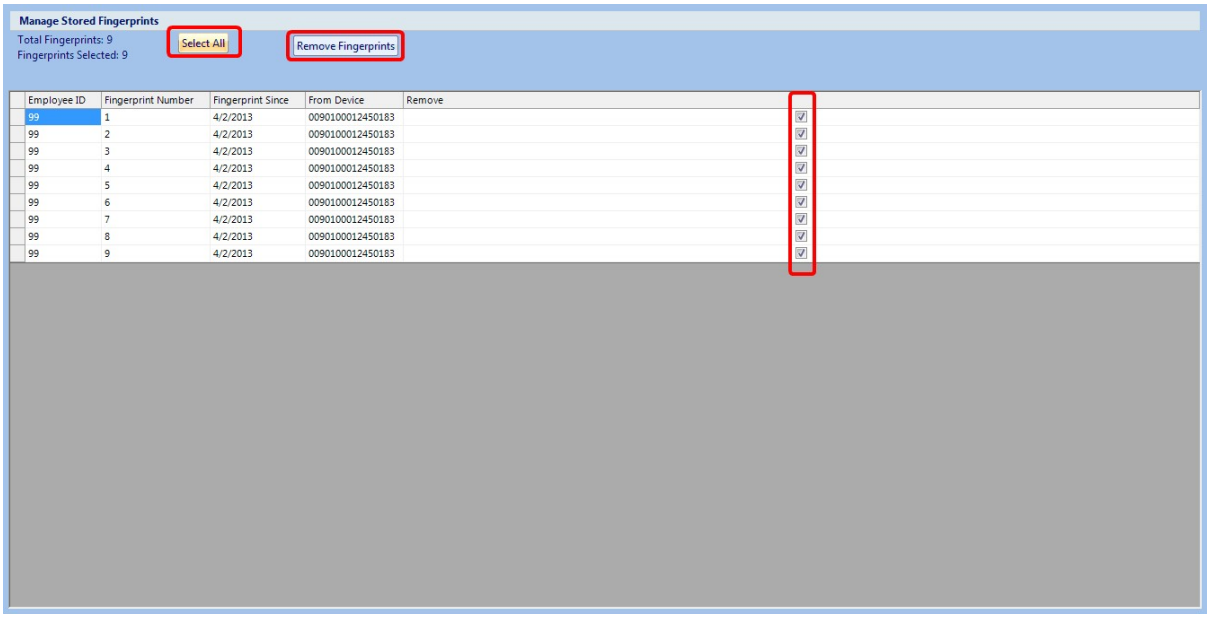


Click the "**Select All**" button or check the fingerprints you wish to remove individually. The total number of fingerprints on the device and total number of fingerprints selected will be displayed in the upper left hand corner.



Once all fingerprints have been selected, click the "**Remove Fingerprints**" button to remove fingerprints from the Software.

The following window will appear if this operation is successful:

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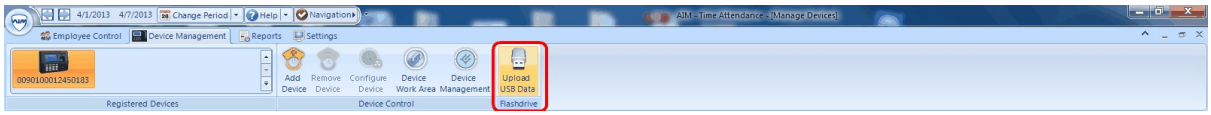
4.3 Flashdrive



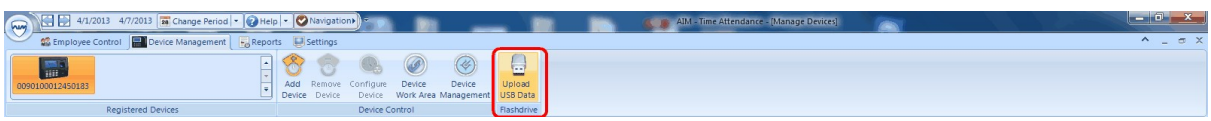
4.3.1 USB Data Import

All time and attendance records are stored locally on the device. If you choose to manage your time clock in a stand-alone environment or if you loose connection to your network or internet and are unable to download the records through the remote database, you may use the USB Upload feature in the AIM-Time Attendance application to manually transfer these records from the device into the database.

To capture the time records manually from the device, follow the Device Operation Guide for the steps required in this simple procedure. Once these steps are completed, you will have the downloaded employee records on a USB flash drive. The BAK.KQ file will be located in a folder on the flash drive called 0000001. Every time you download the records, the file in this directory will be over-written. **You MUST create a new folder on the flash drive named using the same serial number of the device you have added to the software. Once created, copy the BAK.KQ file from the 0000001 folder into the new folder labeled with your device serial number.** This new folder is the location you will choose to import the files from in the following procedure.

You should have also already added and configured your device in the AIM-Time Attendance Software and it should be listed under the Registered Devices section of the Device Management window.

Click on "**Upload USB Data**".



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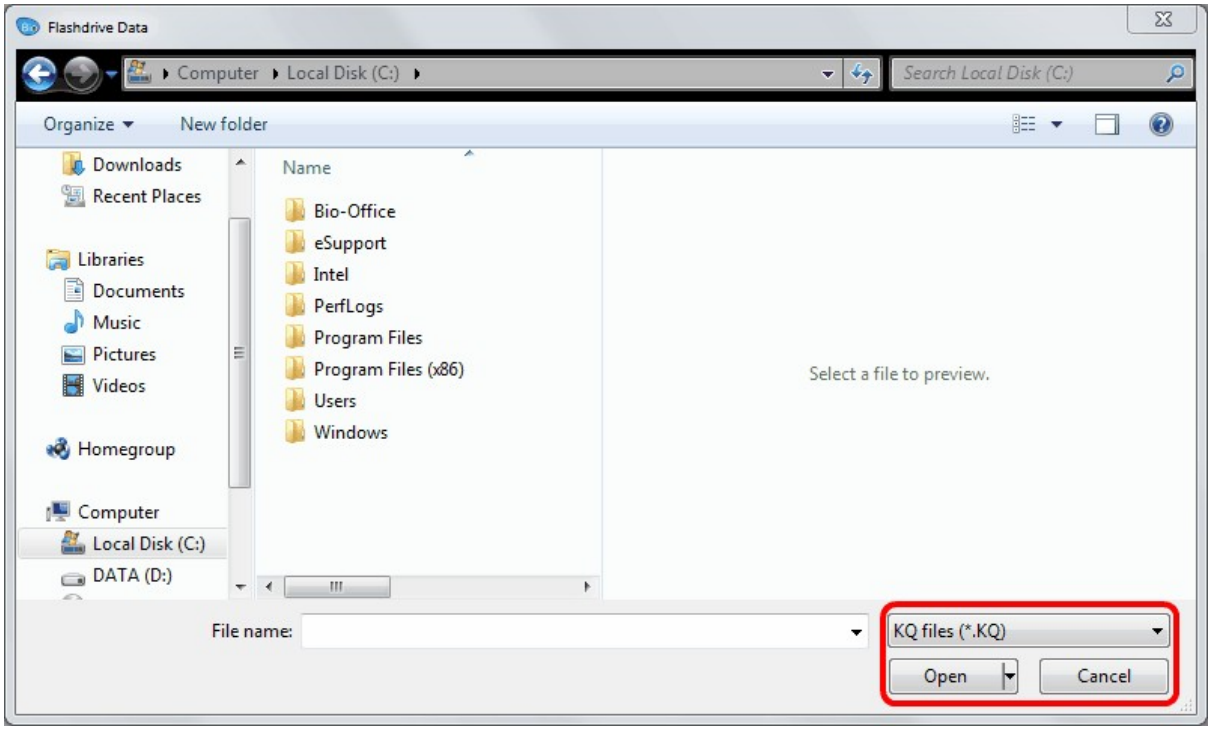
The following window will appear:

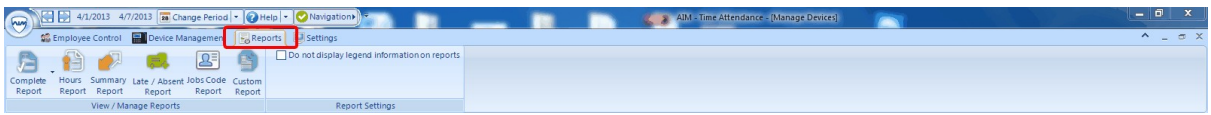


Browse to the USB flash drive directory created above with the device serial number as the name of the folder. Once you locate the filename with the extension "**.KQ**", highlight it by clicking on the ***.KQ** file, then press the "**Open**" button.

This will import the Time records for the employees who are enrolled and use this specific device. Repeat these steps for any additional USB flash drive which has employee time and attendance records from other offline devices.

5 Reports

Click on the Reports Tab to show the list of reporting options.



Complete Report - Displays a detailed reports showing detailed time and attendance and payroll information for each employee selected within the date range specified.

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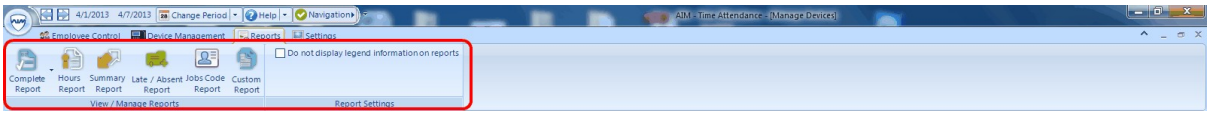
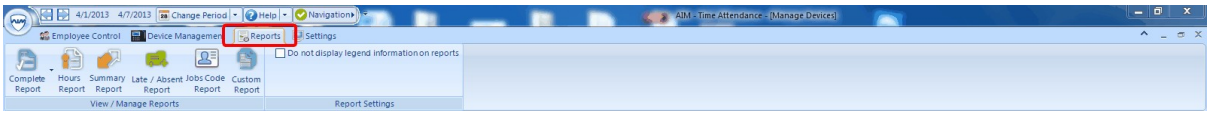
Hours Report - Displays an hours only report showing the total number of hours worked for each employee selected within the date range specified.
Summary Report - Displays a summary report showing the total number of hours worked and pay for each employee selected within the date range specified.
Late/Tardy Report - Displays a list of employees who clocked in late for their shift within the date range specified.
Jobs Code Report - Display an hours report with the Job Codes information and ob Codes Pie Charts included.
Custom Report - Displays a report for whatever custom date range you specify. This report will not calculate Overtime or Double-time as the custom report may cross multiple pay periods or only reflect a partial pay period

5.1 View/Manage Reports



5.1.1 Complete Report

To run Time and Attendance reports, Click on the "**Reports**" tab.



Choose the "**Complete Report"** to display a detailed Time Attendance report. You can choose to run the report with the location name included or without the location name included. **The Complete - With Location** report will display the time clock location name next to each punch in a landscape mode report. **The Complete - Without Location** report will not display the location name of the time clock for each punch, and will display in portrait mode.

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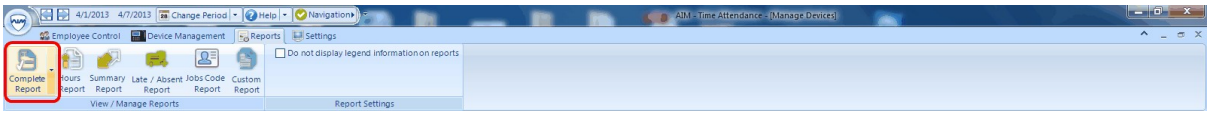
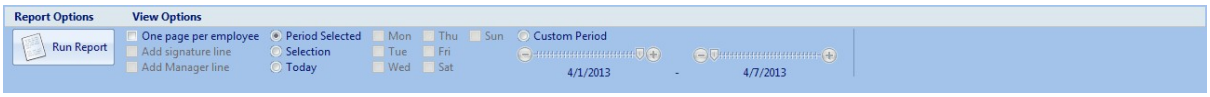


Select an employee or group of employees from the "**Employee List**" to include in this report. If no employees are selected the report will include all employees in the list starting from the top and working through to the bottom of the list.

Choose how you would like the report to display using the view options.



One Page Per Employee - This options runs the report displaying only one use per page.

Add Signature Line - When One Page per employee is selected, this option adds an Employee signature line at the bottom of the report.

Add Manager Line - When One Page per employee is selected, this option adds a Manager signature line at the bottom of the report.

Period Selected - This option will run the report for the date period chosen in the Title Bar of the application.

Selection - This option will allow you to select the specific days of the week during the pay period above to include in this report. When Selection is chosen, the days of the week check boxes will become available.

Today - This option will run the report for the current day only.

Custom Period - This option allows you to select a custom range of pay periods to run a report for. The maximum number of pay periods that can be selected is 26 pay periods in the history or 26 pay periods in the future. This gives you the ability to run a report for up to 1 fiscal year or more depending on your payroll frequency setting.

Email Report - Clicking this button allows you to email to selected report to each of the highlighted Employees from the Employee list. If none are selected, then the report will run for all employees and send an individual email to each employee with his/her current hours worked for the pay period specified above. **The Employee must have an email address configured in the employee profile in order for the reports to be emailed properly.**

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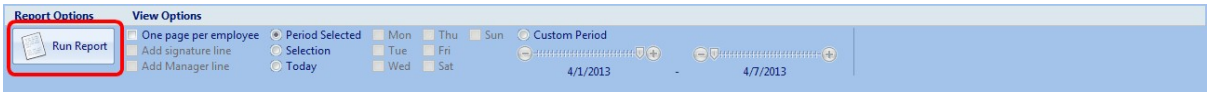
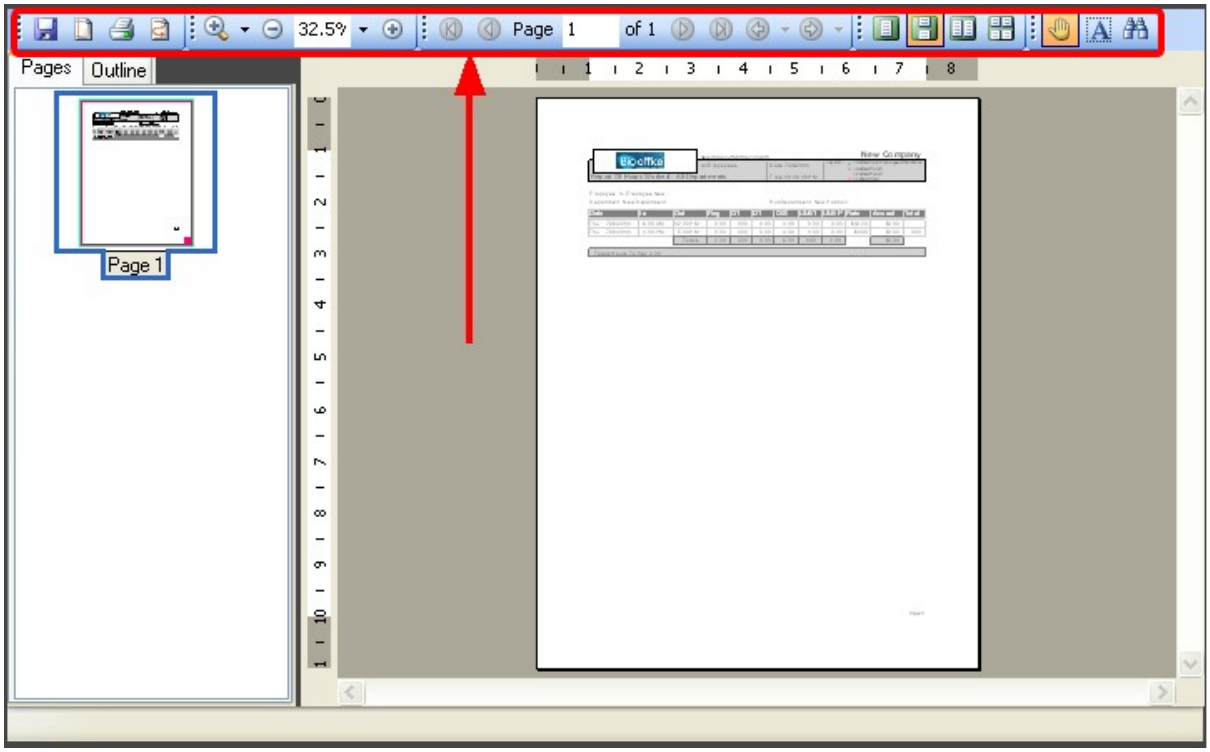
Email Report To - This option allows you to insert any email address that you wish to email the existing report to. This can be any email address inside or outside of your company. When you Click the "OK" button after inserting the email address, the report will automatically run for the selected employees or for all employees if none are selected. The first time you email the report using the "**Email Report To...**" button, you will have to type in the email address to deliver the report to. After that, the last email address used will already be populated in this field when choosing it in the future.

Once view options have been selected, click on the "**Run Report**" button.



The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.



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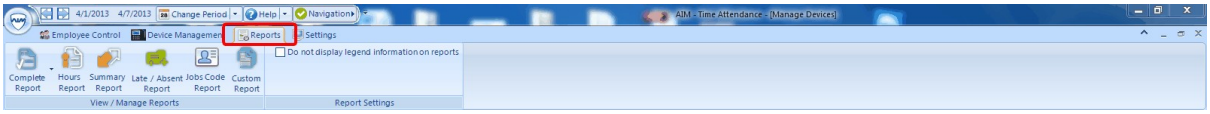
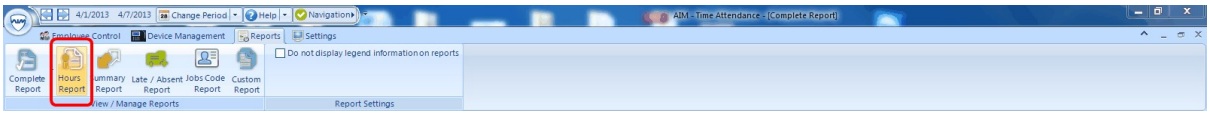
5.1.2 Hours Only Report

To run Time and Attendance reports, Click on the "**Reports**" tab.

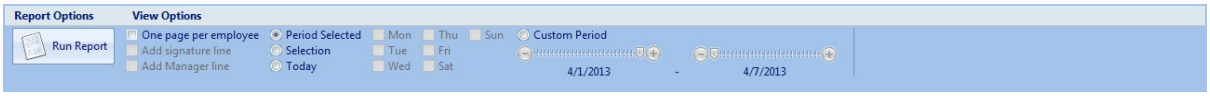


Choose the "**Hours Report**" to display an hours only report.



Select an employee or group of employees from the "**Employee List**" to include in this report. If no employees are selected the report will include all employees in the list starting from the to and working through to the bottom.

Choose how you would like the report to display using the view options.



One Page Per Data - This options runs the report displaying only one use per page.

Add Signature Line - This option adds an Employee signature line at the bottom of the report.

Add Manager Line - This option adds a Manager signature line at the bottom of the report.

Period Selected - This option will run the report for the date period chosen in the Title Bar of the application.

Selection - This option will allow you to select the days of the week to include in this report. When Selection is chosen, the days of the week will become available.

Today - This option will run the report for the current day only.

Custom Period - This option allows you to select a custom range of pay periods to run a report for. The maximum number of pay periods that can be selected is 26 pay periods in the history or in the future. This gives you the ability to run a report for up to 1 fiscal year or more depending on your payroll frequency setting.

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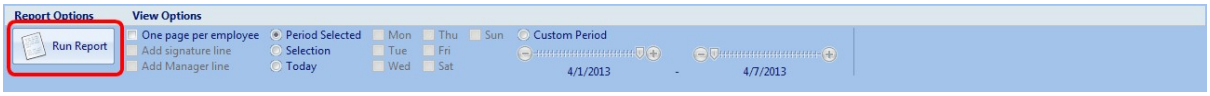
Email Report - Clicking this button allows you to email to selected report to each of the highlighted Employees from the Employee list. If none are selected, then the report will run for all employees and send an individual email to each employee with his/her current hours worked for the pay period specified above. **The Employee must have an email address configured in the employee profile in order for the reports to be emailed properly.**

Email Report To - This option allows you to insert any email address that you wish to email the existing report to. This can be any email address inside or outside of your company. When you Click the "OK" button after inserting the email address, the report will automatically run for the selected employees or for all employees if none are selected. The first time you email the report using the "**Email Report To...**" button, you will have to type in the email address to deliver the report to. After that, the last email address used will already be populated in this field when choosing it in the future.

Once view options have been selected, click on the "**Run Report**" button.



The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.

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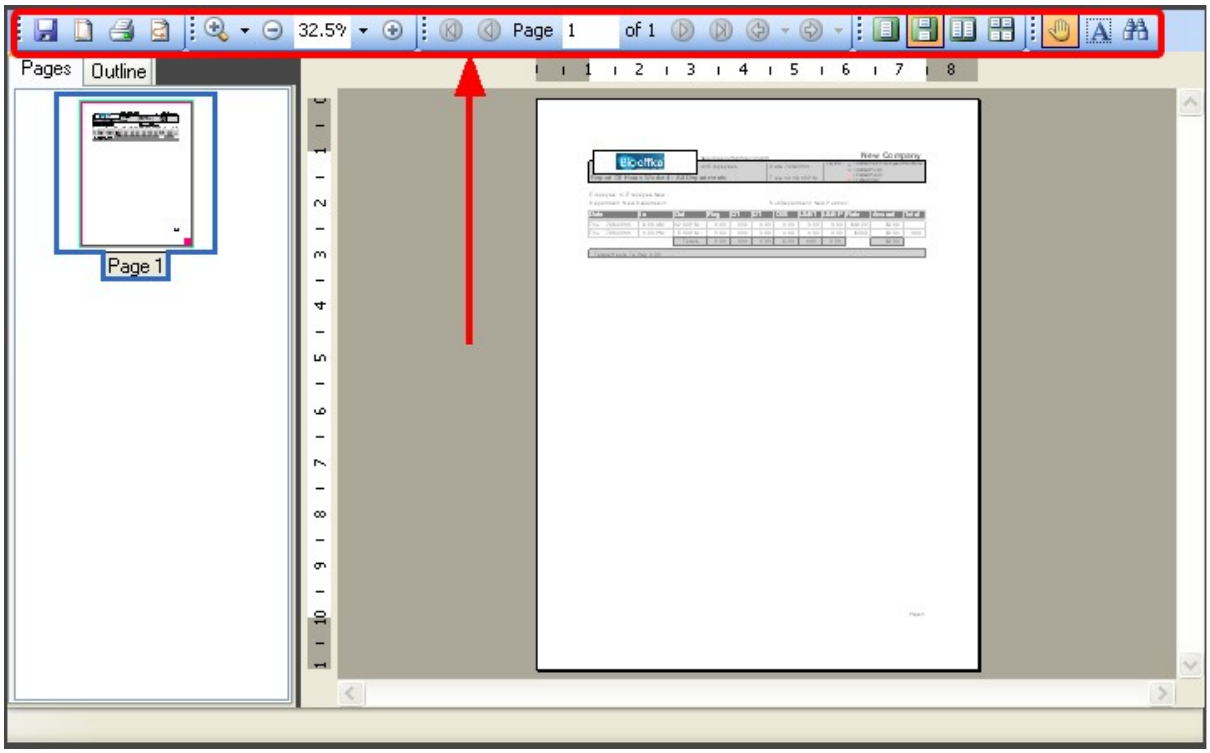
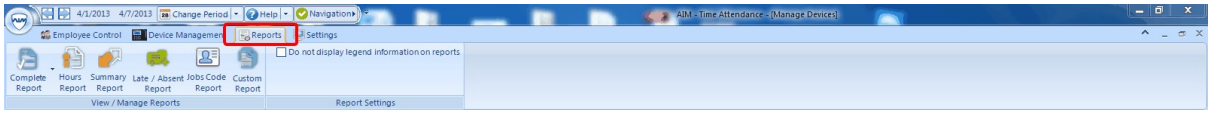
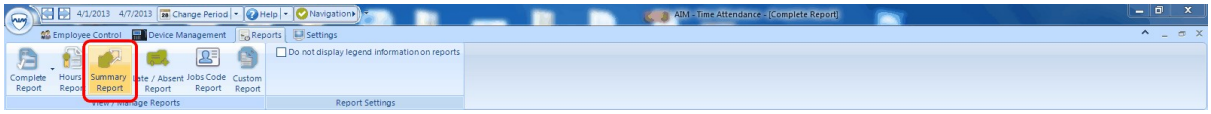


5.1.3 Summary Report

To run Time and Attendance reports, Click on the "**Reports**" tab.



Choose the "**Summary Report**" to display summary of the time and attendance records data.



Select an employee or group of employees from the "**Employee List**" to include in this report. If no employees are selected the report will include all employees in the list starting from the to and working through to the bottom.

Choose how you would like the report to display using the view options.

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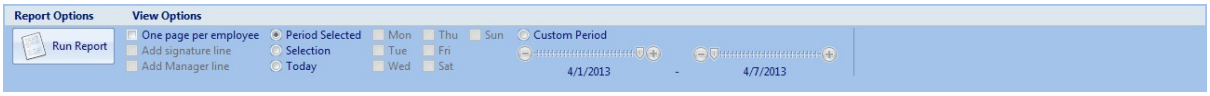
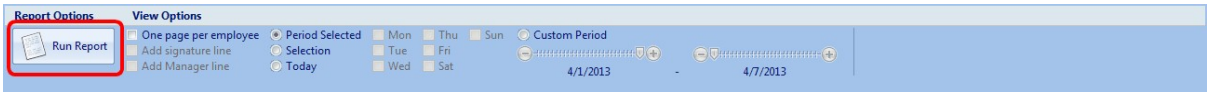


Custom Period - This option allows you to select a custom range of pay periods to run a report for. The maximum number of pay periods that can be selected is 26 pay periods in the history or in the future. This gives you the ability to run a report for up to 1 fiscal year or more depending on your payroll frequency setting.

Email Report - Clicking this button allows you to email to selected report to each of the highlighted Employees from the Employee list. If none are selected, then the report will run for all employees and send an individual email to each employee with his/her current hours worked for the pay period specified above. **The Employee must have an email address configured in the employee profile in order for the reports to be emailed properly.**

Email Report To - This option allows you to insert any email address that you wish to email the existing report to. This can be any email address inside or outside of your company. When you Click the "OK" button after inserting the email address, the report will automatically run for the selected employees or for all employees if none are selected. The first time you email the report using the "**Email Report To...**" button, you will have to type in the email address to deliver the report to. After that, the last email address used will already be populated in this field when choosing it in the future.

Once view options have been selected, click on the "**Run Report**" button.



The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.

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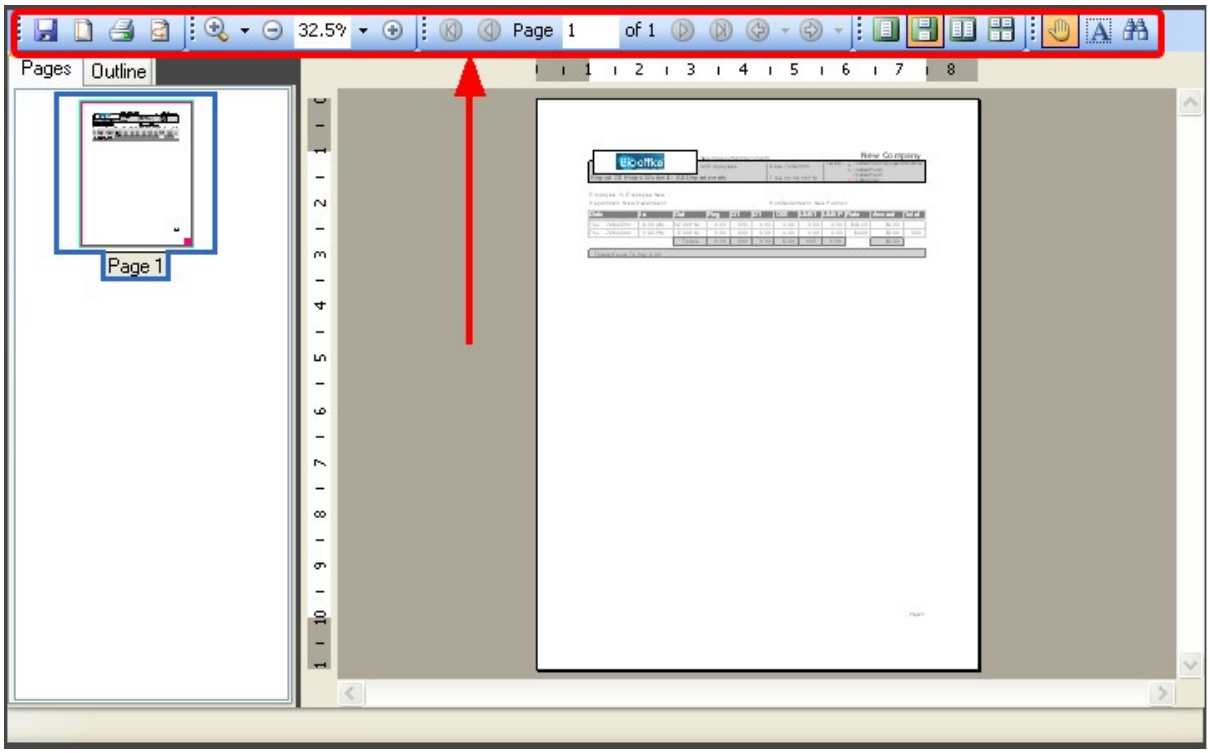
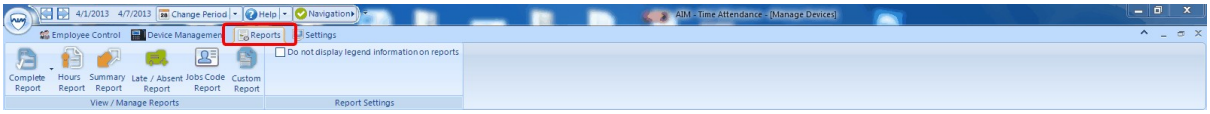
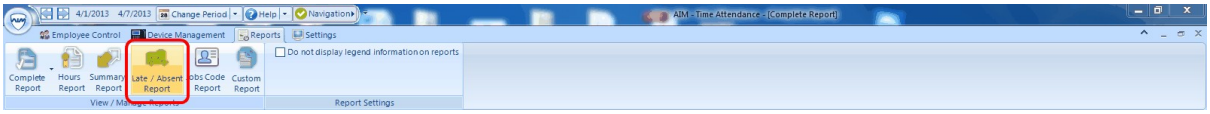


5.1.4 Late/Tardy Report

To run Time and Attendance reports, Click on the "**Reports**" tab.



Choose the "**Late/Absent Report**" to display the list of employees who clocked in late for their shift within the date range specified.



Select an employee or group of employees from the "**Employee List**" to include in this report. If no employees are selected the report will include all employees in the list starting from the to and working through to the bottom.

Choose how you would like the report to display using the view options.

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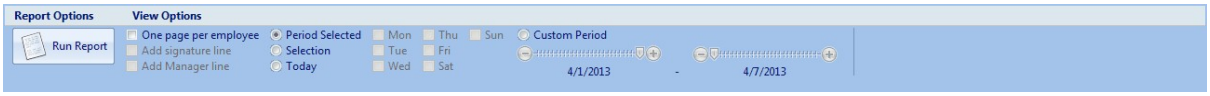

One Page Per Data - This options runs the report displaying only one use per page.

Add Signature Line - This option adds an Employee signature line at the bottom of the report.

Add Manager Line - This option adds a Manager signature line at the bottom of the report.

Period Selected - This option will run the report for the date period chosen in the Title Bar of the , the days of the week will become available.

Today - This option will run the report for the current day only.

Custom Period - This option allows you to select a custom range of pay periods to run a report for. The maximum number of pay periods that can be selected is 26 pay periods in the history or in the future. This gives you the ability to run a report for up to 1 fiscal year or more depending on your payroll frequency setting.

Email Report- Clicking this button allows you to email to selected report to each of the highlighted Employees from the Employee list. If none are selected, then the report will run for all employees and send an individual email to each employee with his/her current hours worked for the pay period specified above. **The Employee must have an email address configured in the employee profile in order for the reports to be emailed properly.**

Email Report To - This option allows you to insert any email address that you wish to email the existing report to. This can be any email address inside or outside of your company. When you Click the "OK" button after inserting the email address, the report will automatically run for the selected employees or for all employees if none are selected. The first time you email the report using the "**Email Report To...**" button, you will have to type in the email address to deliver the report to. After that, the last email address used will already be populated in this field when choosing it in the future.

Once view options have been selected, click on the "**Run Report**" button.

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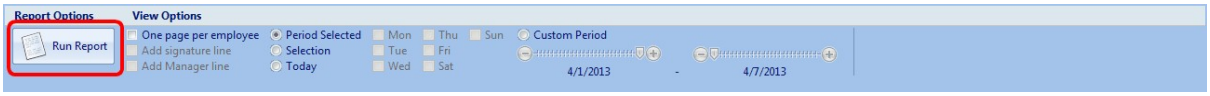
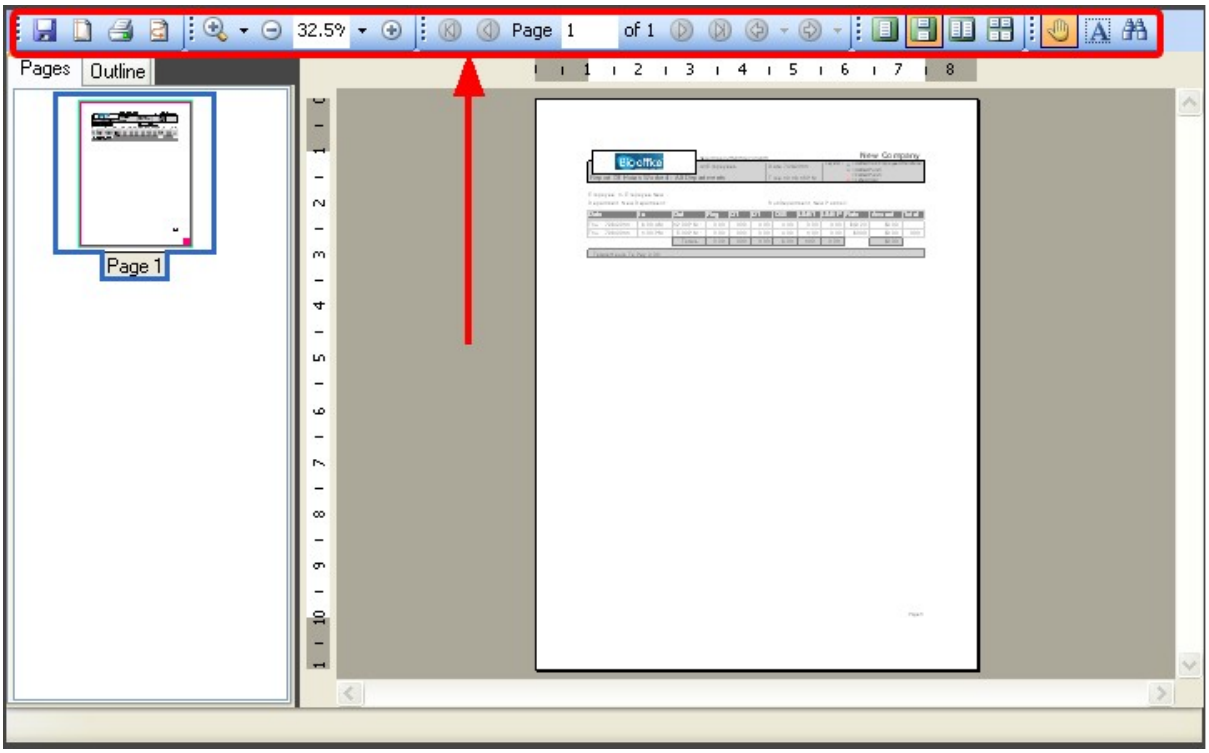
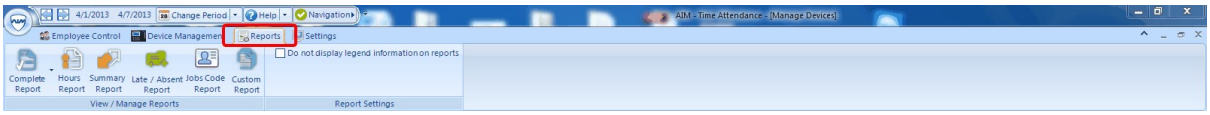


The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.

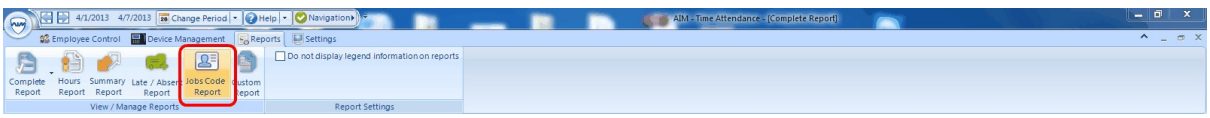


5.1.5 Job Codes Report

To run Job Codes reports, Click on the "**Reports**" tab.



Choose the "**Jobs Code Report**" to display employee work performance across all job codes in report format.



Select an employee or group of employees from the "**Employee List**" to

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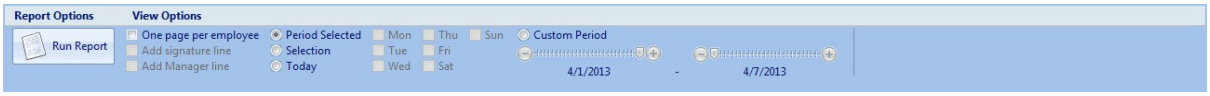
include in this report. If no employees are selected the report will include all employees in the list starting from the to and working through to the bottom.

Choose how you would like the report to display using the view options.



One Page Per Data - This options runs the report displaying only one use per page.

Add Signature Line - This option adds an Employee signature line at the bottom of the report.

Add Manager Line - This option adds a Manager signature line at the bottom of the report.

Period Selected - This option will run the report for the date period chosen in the Title Bar of the application.

Selection - This option will allow you to select the days of the week to include in this report. When Selection is chosen, the days of the week will become available.

Today - This option will run the report for the current day only.

Custom Period - This option allows you to select a custom range of pay periods to run a report for. The maximum number of pay periods that can be selected is 26 pay periods in the history or in the future. This gives you the ability to run a report for up to 1 fiscal year or more depending on your payroll frequency setting.

Email Report- Clicking this button allows you to email to selected report to each of the highlighted Employees from the Employee list. If none are selected, then the report will run for all employees and send an individual email to each employee with his/her current hours worked for the pay period specified above. **The Employee must have an email address configured in the employee profile in order for the reports to be emailed properly.**

Email Report To - This option allows you to insert any email address that you wish to email the existing report to. This can be any email address inside or outside of your company. When you Click the "OK" button after inserting the email address, the report will automatically run for the selected employees or for all employees if none are selected.

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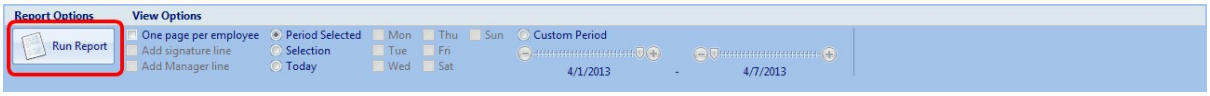
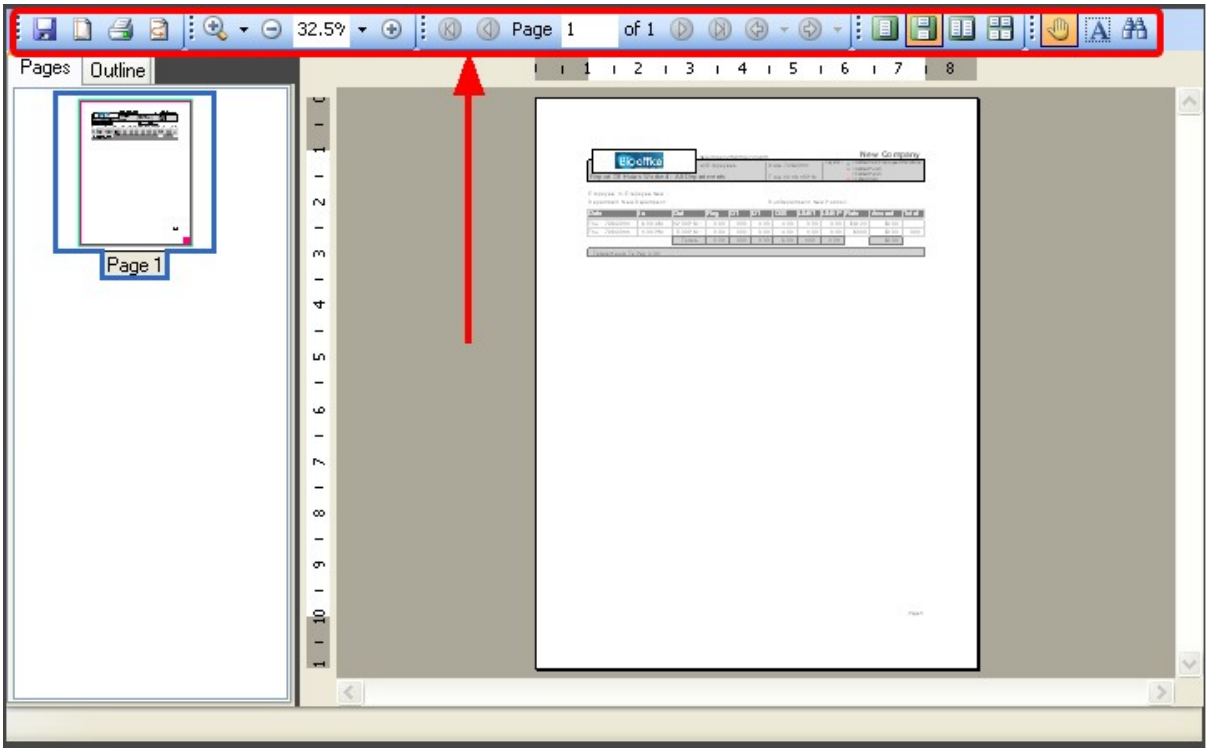
The first time you email the report using the "**Email Report To...**" button, you will have to type in the email address to deliver the report to. After that, the last email address used will already be populated in this field when choosing it in the future.

Once view options have been selected, click on the "**Run Report**" button.

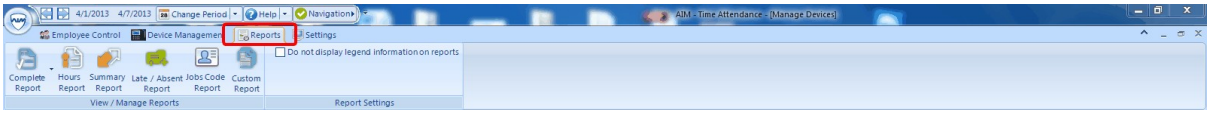


The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.



5.1.6 Custom Report

To run Time and Attendance reports, Click on the "**Reports**" tab.



Choose the "**Custom Report**" to display a report across a custom date range.

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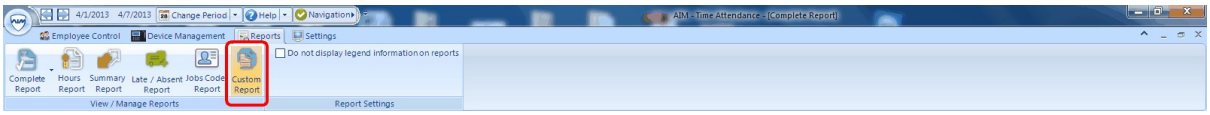
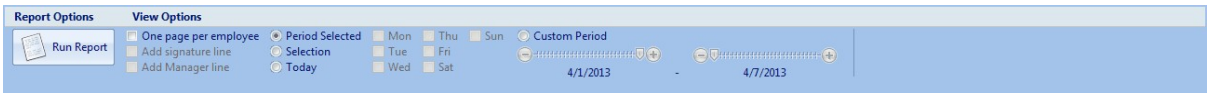


Select an employee or group of employees from the "**Employee List**" to include in this report. If no employees are selected the report will include all employees in the list starting from the to and working through to the bottom.

Choose how you would like the report to display using the view options.



One Page Per Data - This options runs the report displaying only one use per page.

Add Signature Line - This option adds an Employee signature line at the bottom of the report.

Add Manager Line - This option adds a Manager signature line at the bottom of the report.

Custom Period - This option allows you to select a custom range of pay periods to run a report for. Choose the start date and the end date for this report. You may also choose a Start Time and an End Time for each of the days selected. Optionally, you can select day(s) of the week to have the report only display the selected days within the custom date range specified.

Email - Clicking this button allows you to email to selected report to each of the highlighted Employees from the Employee list. If none are selected, then the report will run for all employees and send an individual email to each employee with his/her current hours worked for the pay period specified above. **The Employee must have an email address configured in the employee profile in order for the reports to be emailed properly.**

Email Report To - This option allows you to insert any email address that you wish to email the existing report to. This can be any email address inside or outside of your company. When you Click the "OK" button after inserting the email address, the report will automatically run for the selected employees or for all employees if none are selected. The first time you email the report using the "**Email Report To...**" button, you will have to type in the email address to deliver the report to. After that, the last email address used will already be populated in this field when choosing it in the future.

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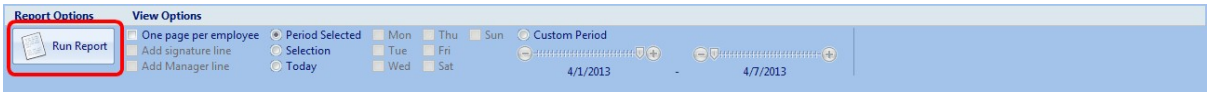
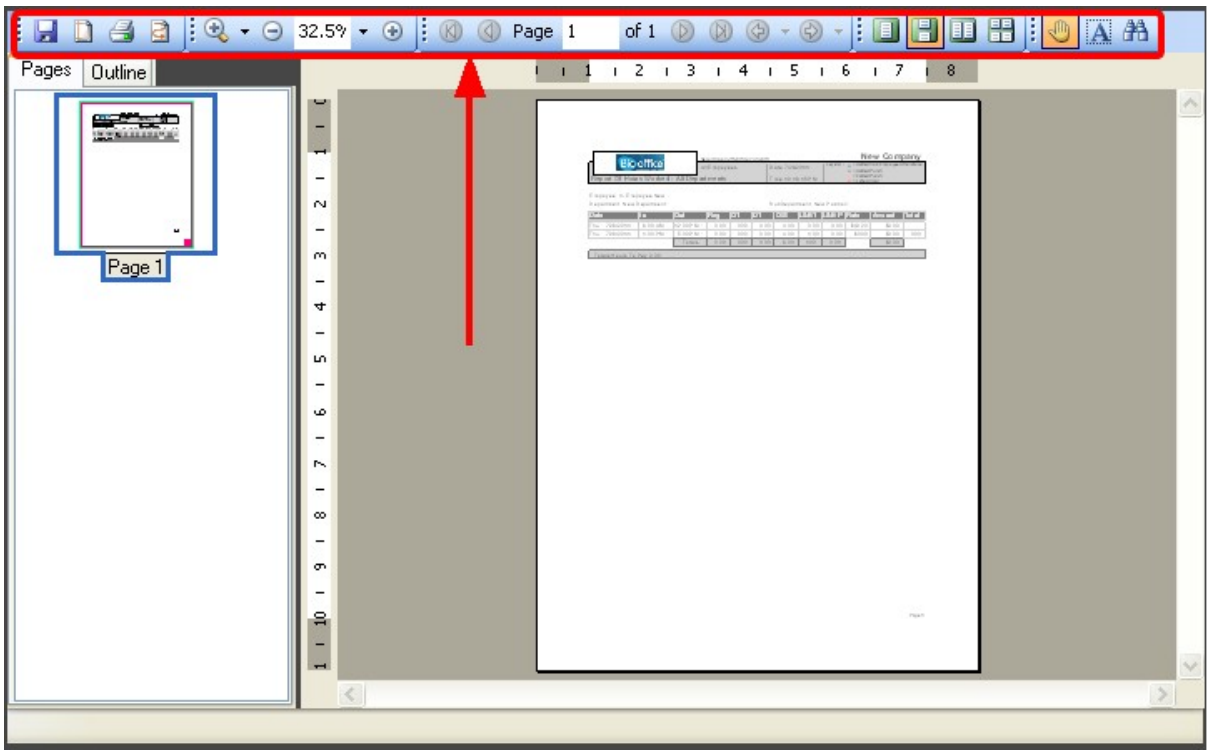
Once view options have been selected, click on the "**Run Report**" button.



The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.



5.2 Print and Save Reports

The reports console allow you to run and view reports of the collected time records. You may also print the reports or save them as the following file types: .**pdf, .xls, .xlsx, .emf, .tiff, .bmp, .jpg, .png, .jpg, .gif**

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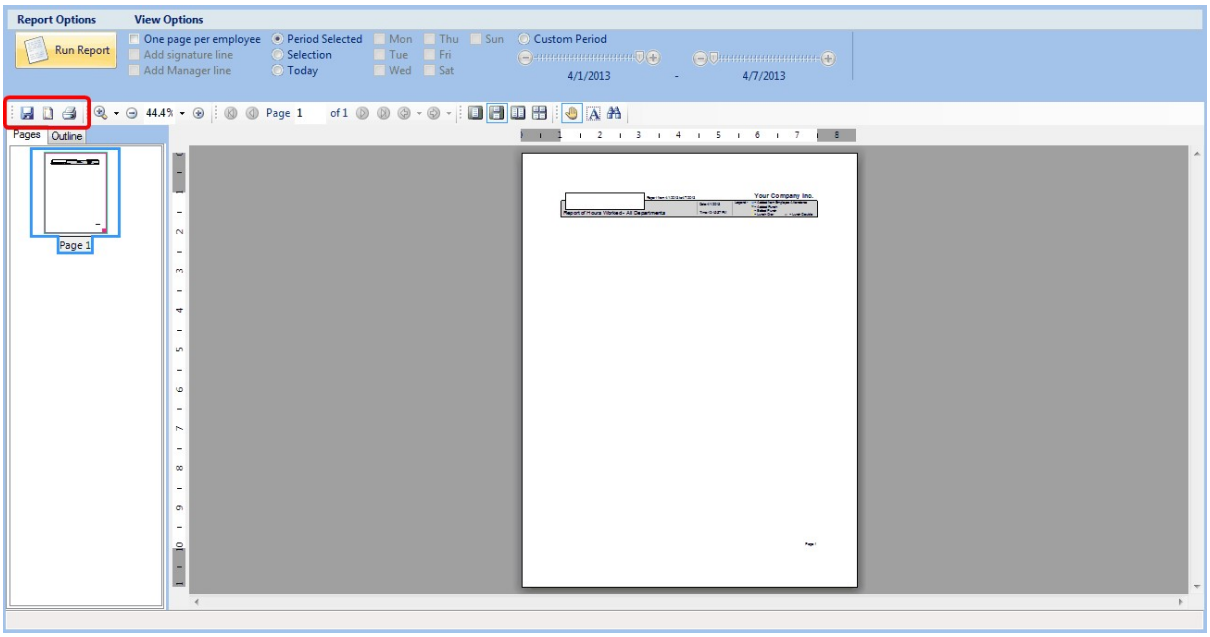
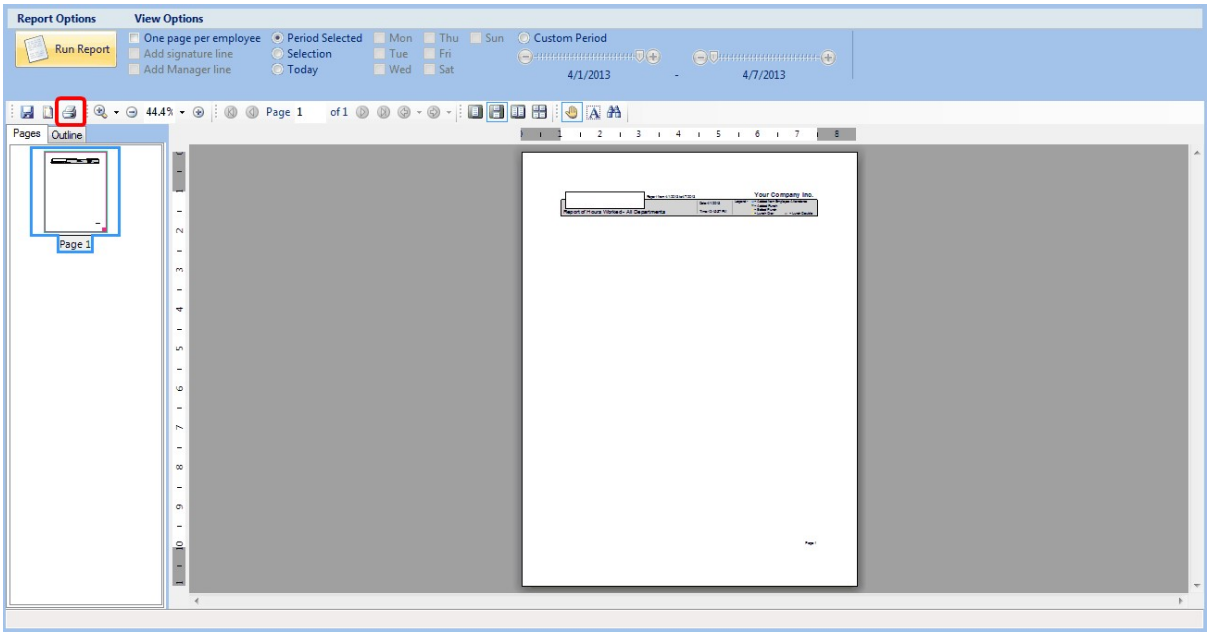


5.2.1 Print Reports

To print a report, simply click the "**Printer**" icon in the upper left hand corner of the Report View Window.



The "**Print**" pop-up window will appear:

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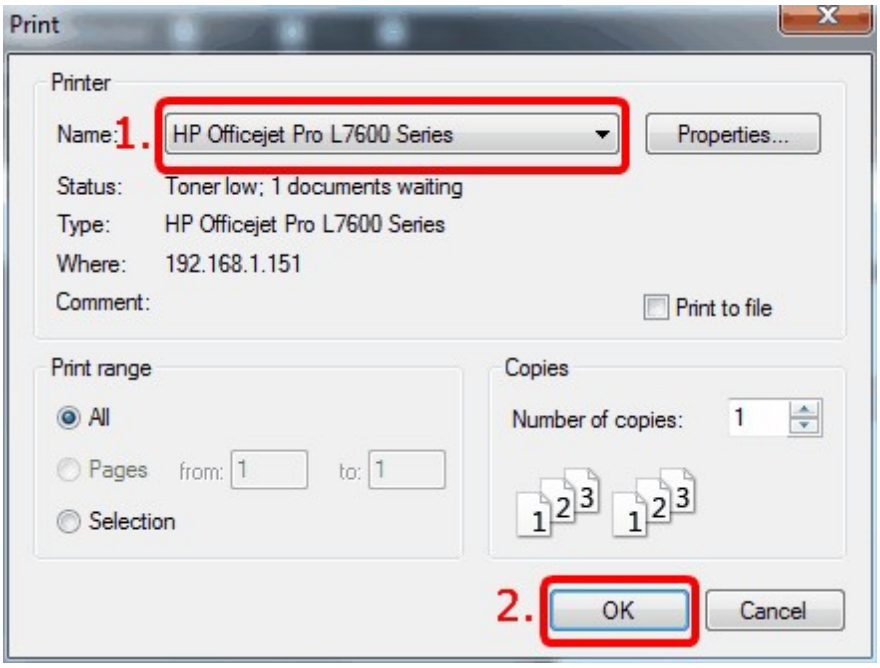

1. Select the printer that you would like to print this report to.

2. Click the "**OK**" button at the bottom of the window to start the print job.

5.2.2 Save Report in Excel

To Save a report in an Excel file format, complete the following steps:

Click on the "**Save As**" icon in the upper left hand corner of the Report View window.

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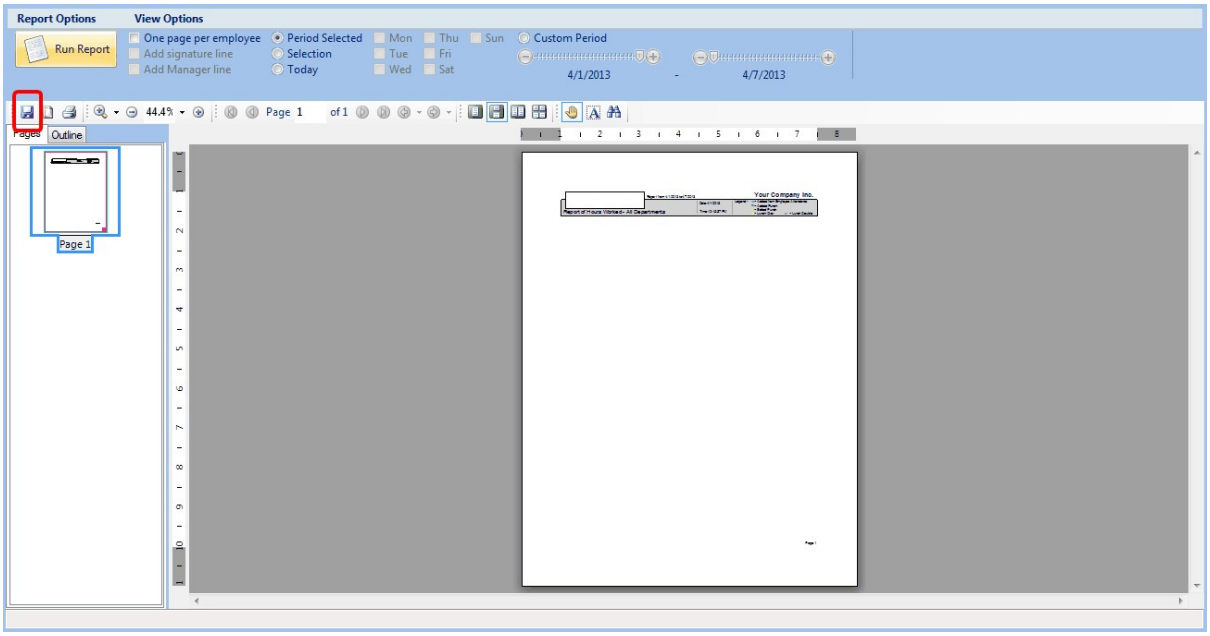
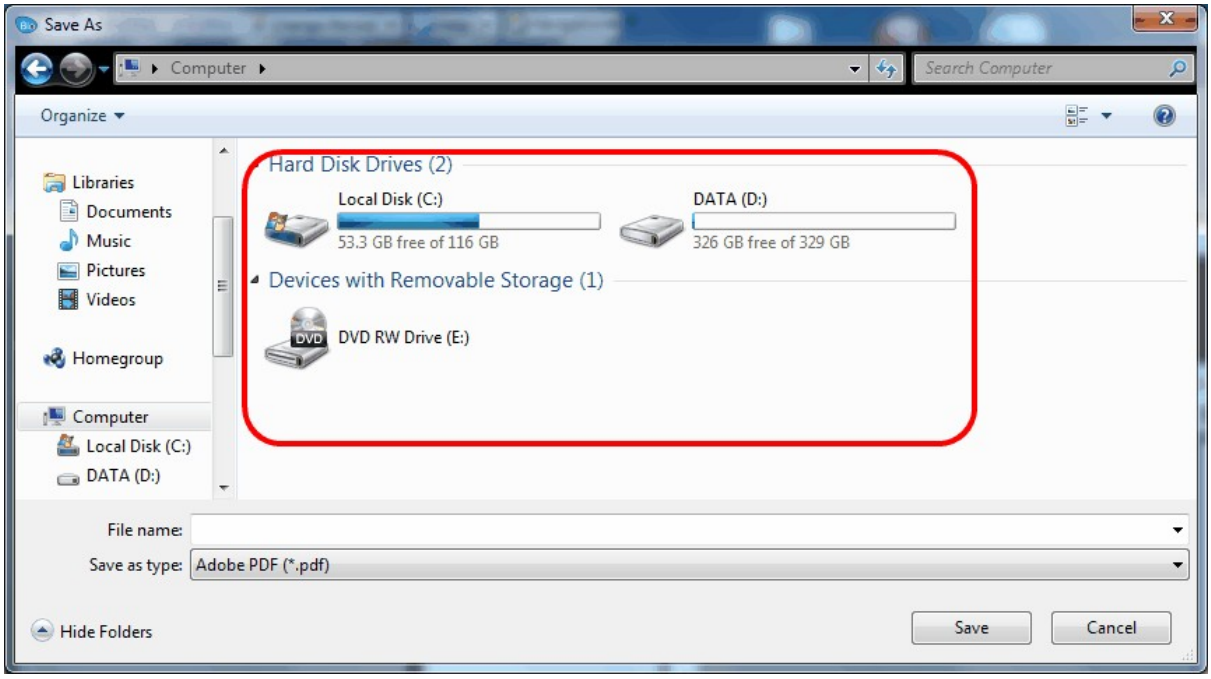


The "Save As" popup window will appear:



Browse to a location to save the Excel File.

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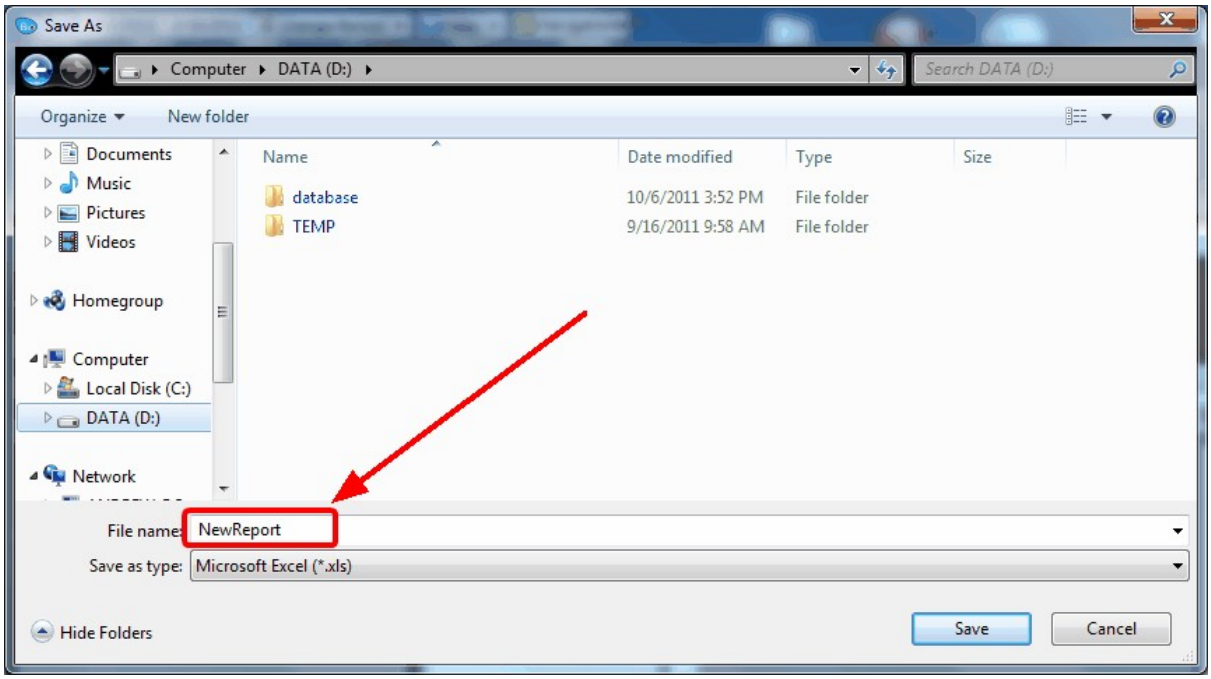

Type a name for this report, then select the File type ***.xls** from the "**Save as Type**" drop down menu

Next, Click the "**Save**" button at the bottom of this popup window.

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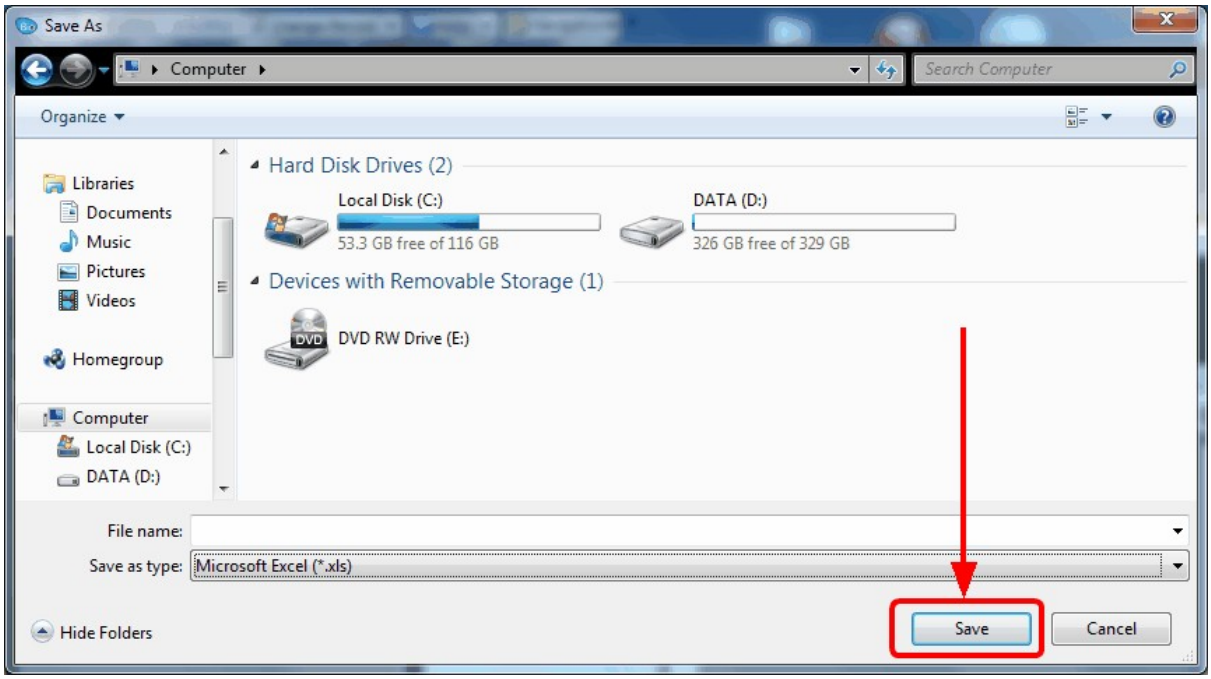
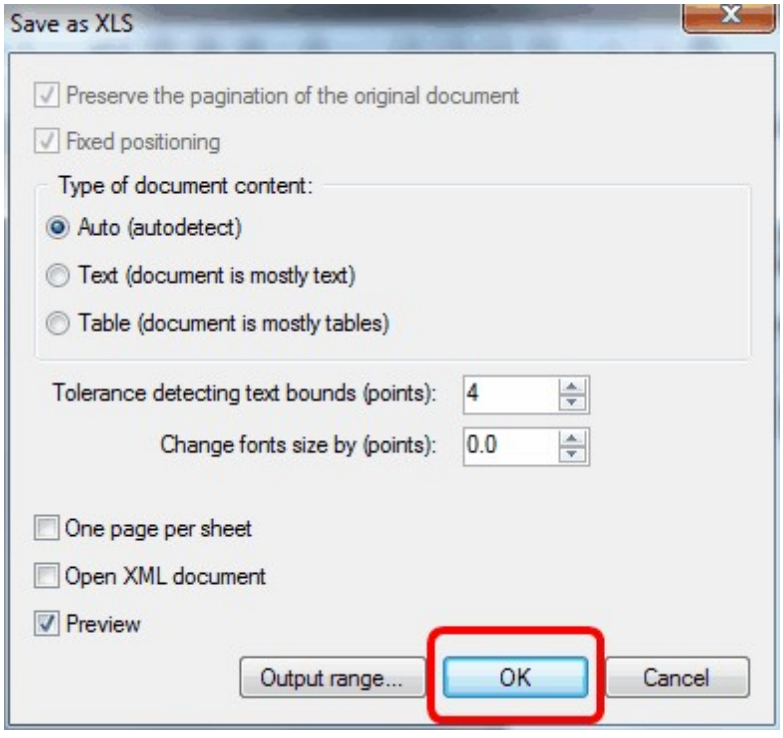


A popup will appear which allows you to choose certain options that you want to apply when saving the report.



Select all default and click the "**OK**" button.

If Microsoft Excel is installed on your machine, once saved, the file will automatically open in Excel. The following is a preview of an AIM-Time

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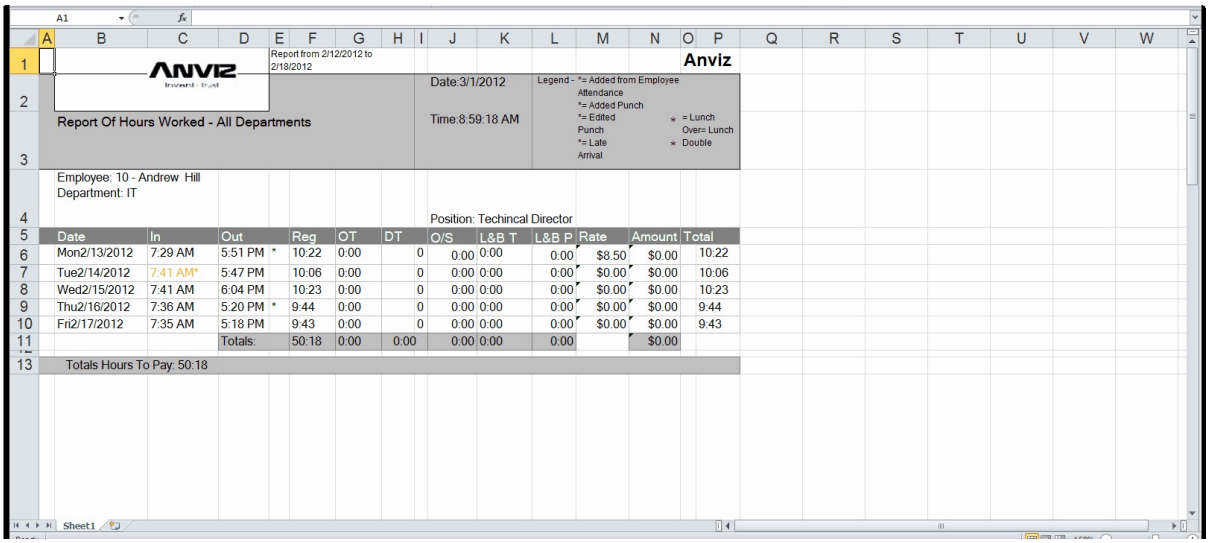
Attendance Report in Excel:



Report from 2/12/2012 to 2/18/2012

Anviz

Report Of Hours Worked - All Departments

Date:3/1/2012

Time:8:59:18 AM

Legend - *= Added from Employee Attendance; *= Added Punch; *= Edited Punch; *= Late Arrival; ★ = Lunch Over= Lunch; ★ Double

Employee: 10 - Andrew Hill
Department: IT

Position: Techincal Director

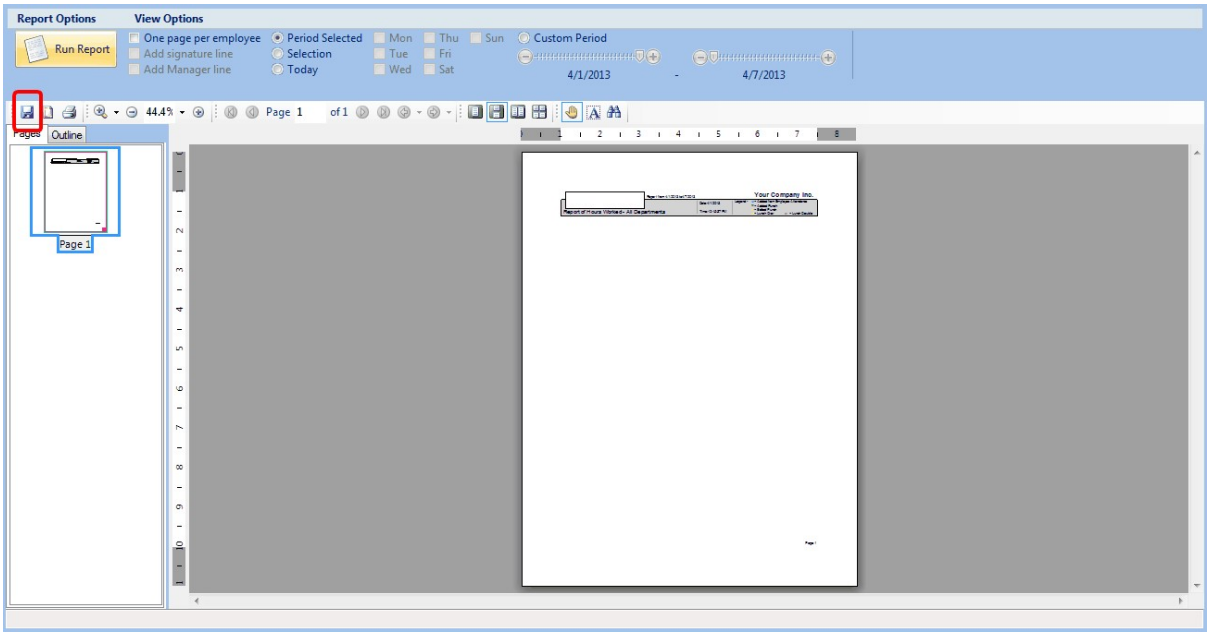
Date	In	Out	Reg	OT	DT	O/S	L&B T	L&B P	Rate	Amount	Total
Mon2/13/2012	7:29 AM	5:51 PM *	10:22	0:00	0	0:00	0:00	0:00	$8.50	$0.00	10:22
Tue2/14/2012	7:41 AM*	5:47 PM	10:06	0:00	0	0:00	0:00	0:00	$0.00	$0.00	10:06
Wed2/15/2012	7:41 AM	6:04 PM	10:23	0:00	0	0:00	0:00	0:00	$0.00	$0.00	10:23
Thu2/16/2012	7:36 AM	5:20 PM *	9:44	0:00	0	0:00	0:00	0:00	$0.00	$0.00	9:44
Fri2/17/2012	7:35 AM	5:18 PM	9:43	0:00	0	0:00	0:00	0:00	$0.00	$0.00	9:43
		Totals:	50:18	0:00	0:00	0:00	0:00	0:00		$0.00	

Totals Hours To Pay: 50:18

5.2.3 Save Report as PDF

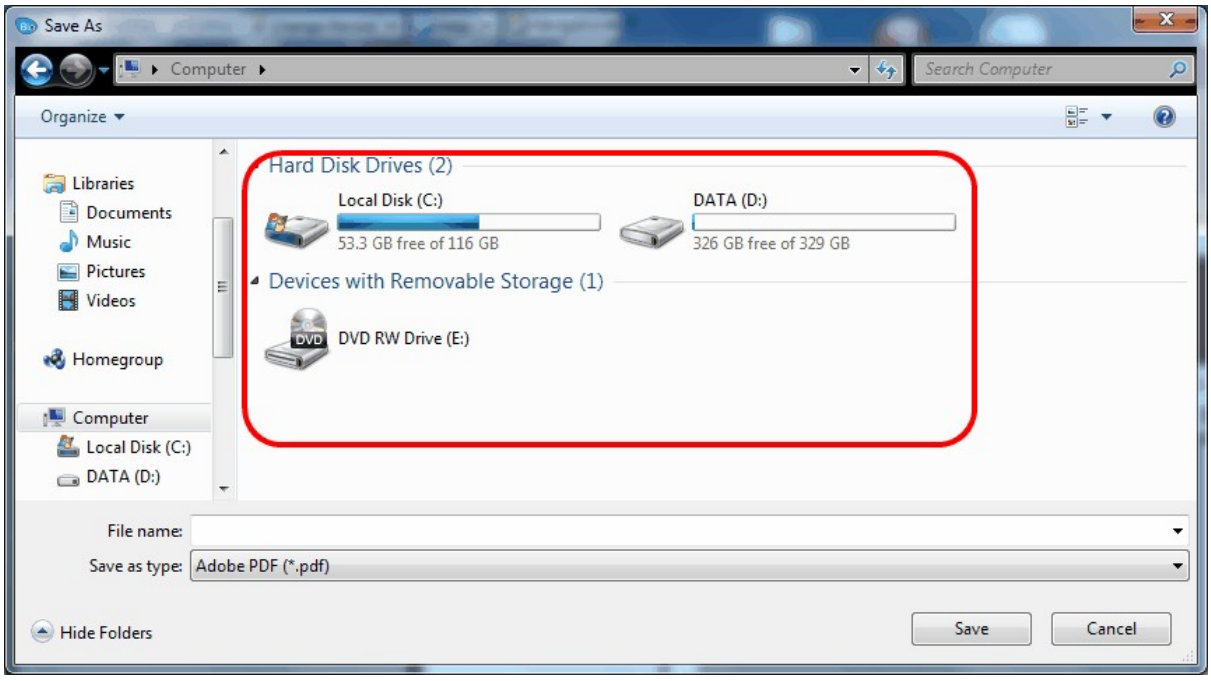
To Save a report in an Adobe PDF file format, complete the following steps:

Click on the "**Save As**" icon in the upper left hand corner of the Report View window.

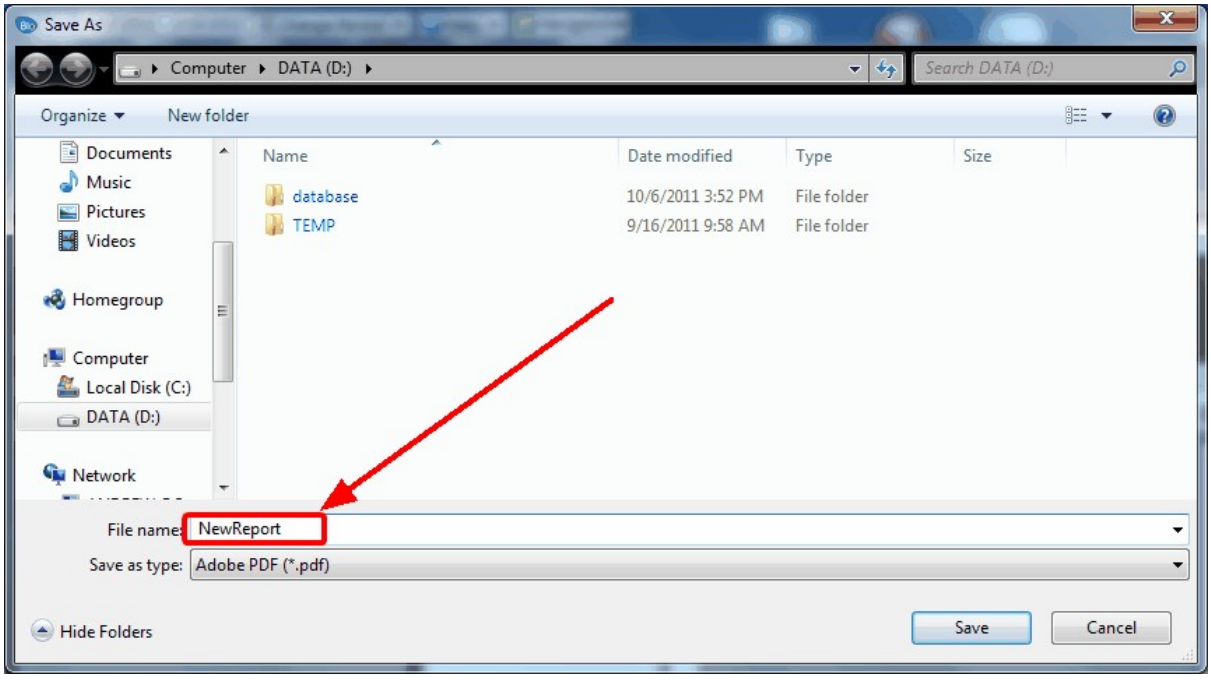


The "Save As" popup window will appear:

© 2013 ANVIZ Global Inc.

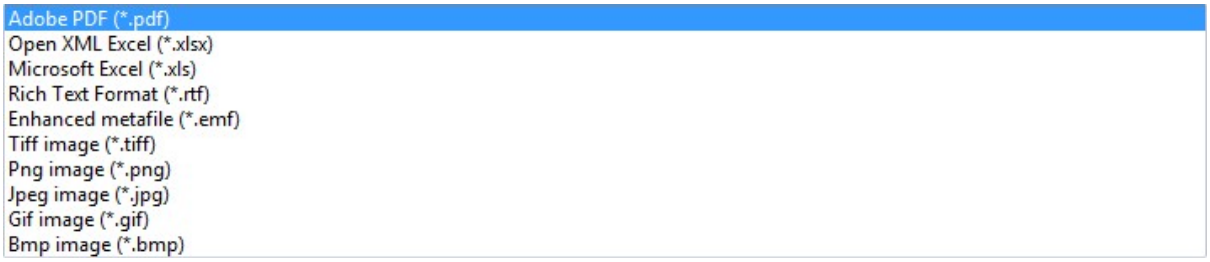


Browse to a location to save the PDF File.

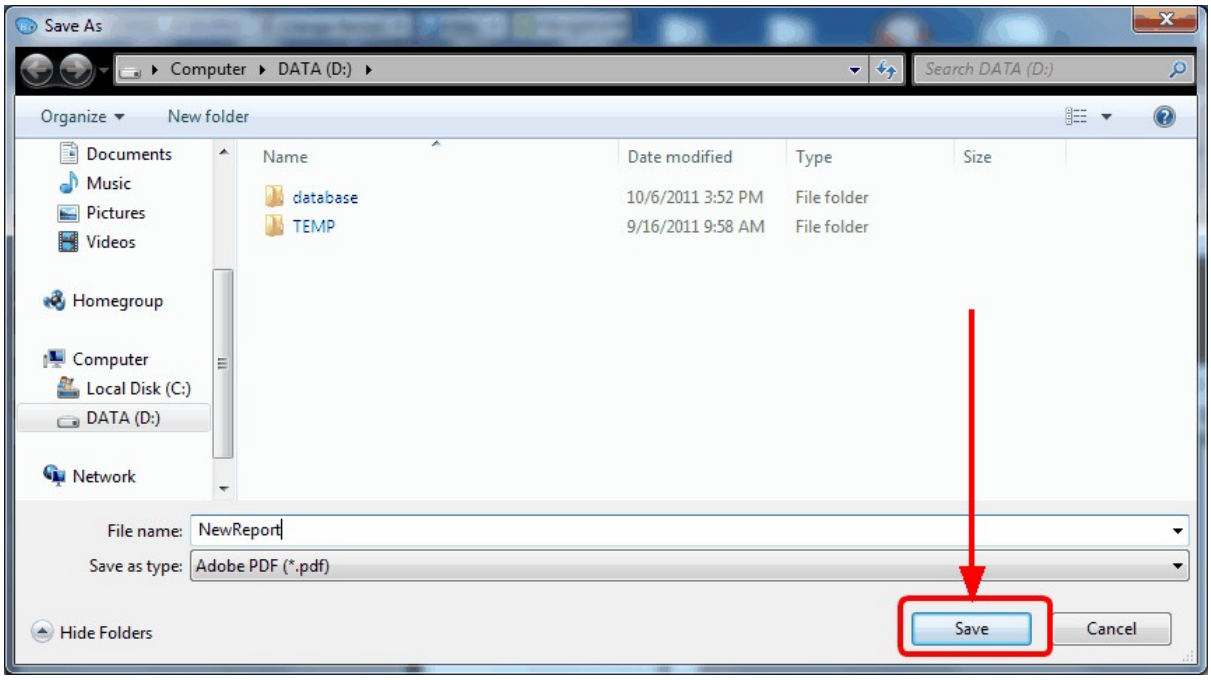


Type a name for this report, then select the File type ***.pdf** from the "**Save as Type**" drop down menu

© 2013 ANVIZ Global Inc.



Next, Click the "**Save**" button at the bottom of this popup window.



A popup will appear which allows you to choose certain options that you want to apply when saving the report.

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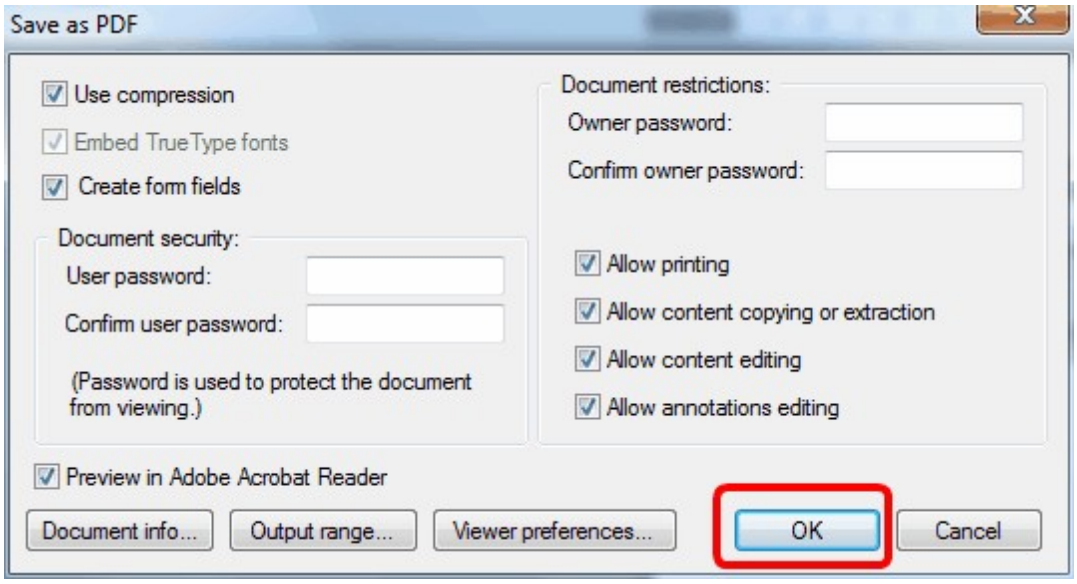
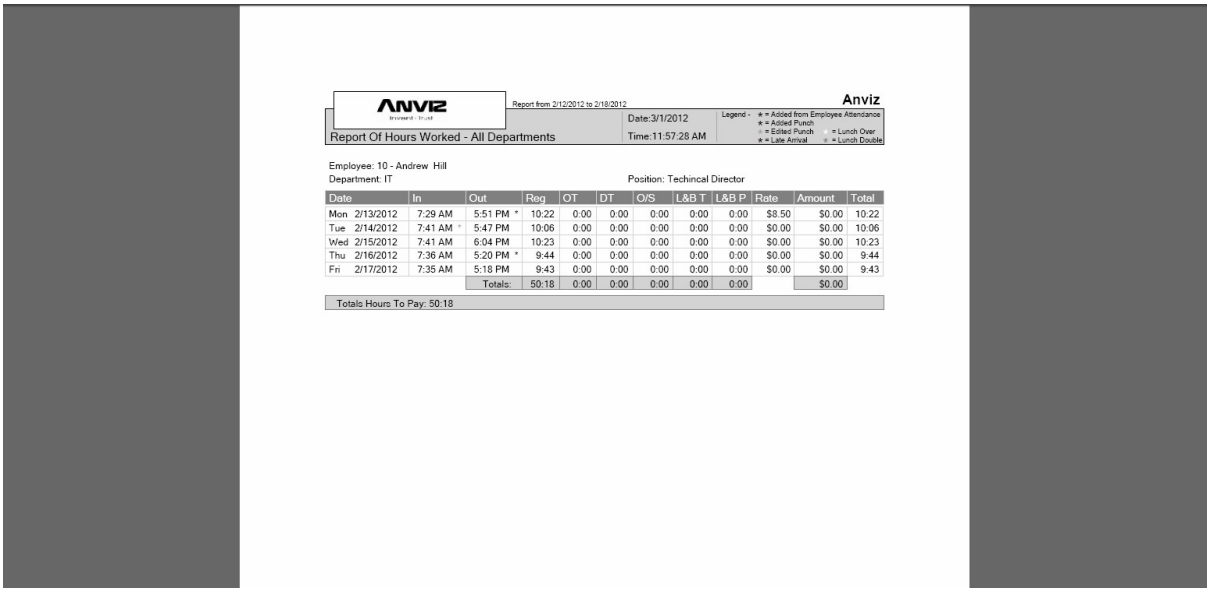


Select all default and click the "**OK**" button.

Once saved, the file will automatically open in Adobe Acrobat. The following is a preview of an AIM-Time Attendance Report in Adobe:



ANVIZ

Report from 2/12/2012 to 2/18/2012

Anviz

Report Of Hours Worked - All Departments

Date:3/1/2012
Time:11:57:28 AM

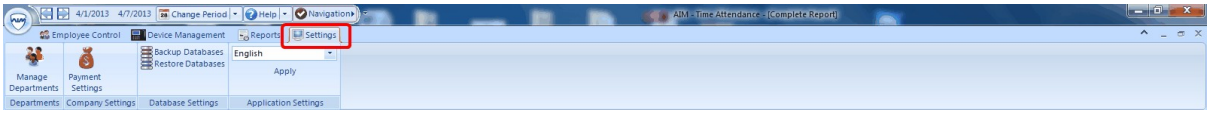
Employee: 10 - Andrew Hill
Department: IT
Position: Techincal Director

Date	In	Out	Reg	OT	DT	O/S	L&B T	L&B P	Rate	Amount	Total
Mon 2/13/2012	7:29 AM	5:51 PM *	10:22	0:00	0:00	0:00	0:00	0:00	$8.50	$0.00	10:22
Tue 2/14/2012	7:41 AM	5:47 PM	10:06	0:00	0:00	0:00	0:00	0:00	$0.00	$0.00	10:06
Wed 2/15/2012	7:41 AM	6:04 PM	10:23	0:00	0:00	0:00	0:00	0:00	$0.00	$0.00	10:23
Thu 2/16/2012	7:36 AM	5:20 PM *	9:44	0:00	0:00	0:00	0:00	0:00	$0.00	$0.00	9:44
Fri 2/17/2012	7:35 AM	5:18 PM	9:43	0:00	0:00	0:00	0:00	0:00	$0.00	$0.00	9:43
		Totals:	50:18	0:00	0:00	0:00	0:00	0:00		$0.00	

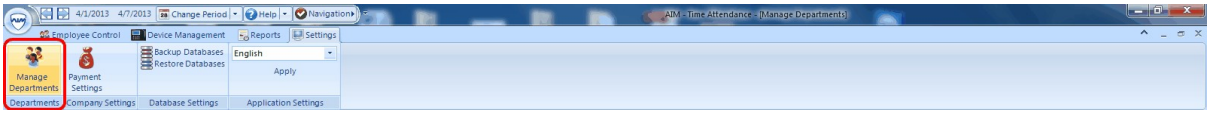
Totals Hours To Pay: 50:18

6 Settings

The "**Settings**" tab includes the following configuration options.

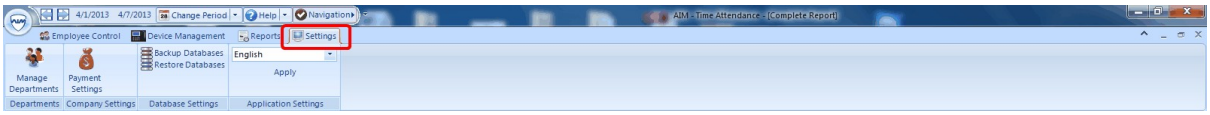


6.1 Departments

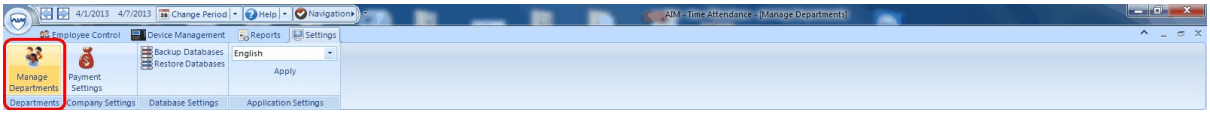


6.1.1 Manage Departments

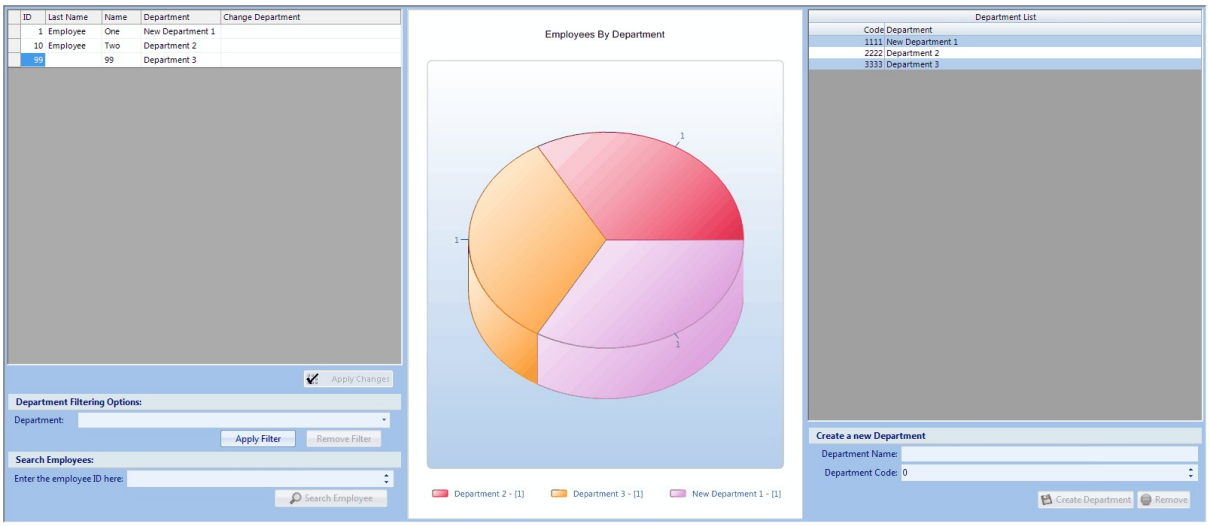
Click the "**Settings**" tab.



Click on the "**Manage Department**" button.



The following window will appear:



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Create a New Department

1. Department Name - Type in the name of the new department. These names should match the existing department names in your organization.Example: Human Resources;Contractors;Staff; Administration;Executive.
2. Department Company Code - Type in the Company Code for this department. This should reflect the current internal department code used in your organization today.

3. Once the department name and code have been defined, click the "**Create Department**" button at the bottom.

The graph to the left gives you a real-time overview of your current staffing levels in all departments.

Change Assigned Employee Department

To change the employees assigned department, simply click inside the field entitled "**Change Department**" from the employee list. Select the department from the drop down menu that you wish to move the employee to. Once the correct department name is displayed in the **"Change Department"** field, click the **"Apply Changes"** button at the bottom of the employee list.

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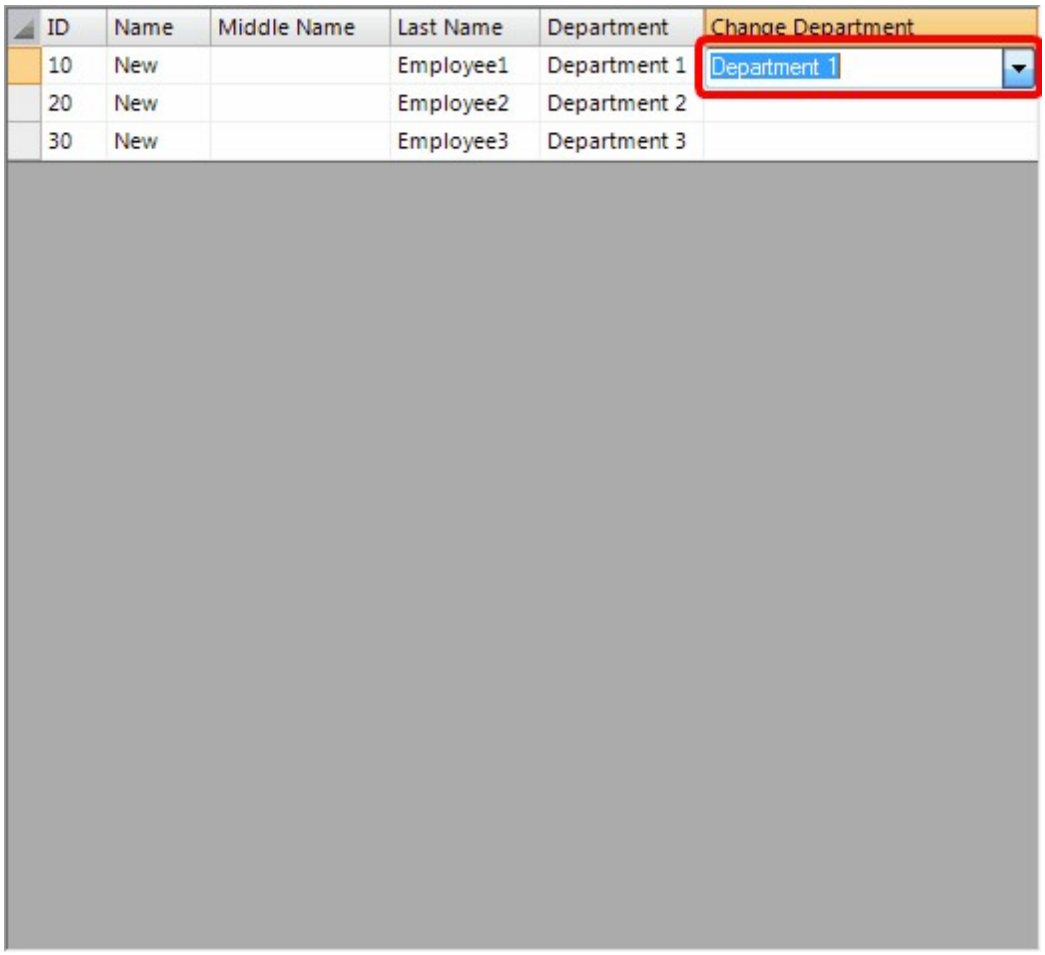
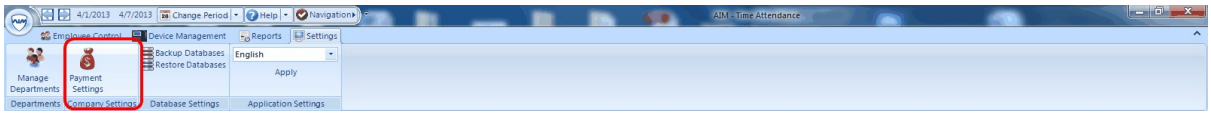


Additionally, the department can be changed through each individual employee profile under the "**Company Settings**" Tab at the bottom of the employee profile screen.

6.2 Company Settings



6.2.1 Payment Settings

Payment Settings are the payment rules that can be applied to an employees shift settings or assigned individually to employees that do not require a shift. Completing the payment settings configuration before adding employees allows the available drop down menu in the employee profile setup to be populated with this information.

To create new payment rules, click the "**Settings**" tab.

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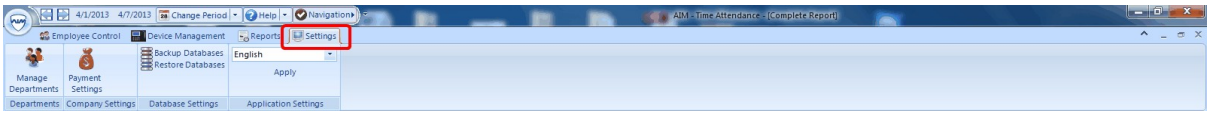
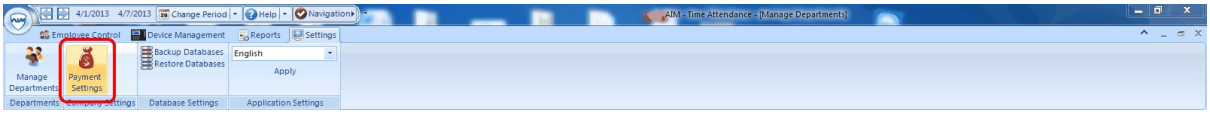
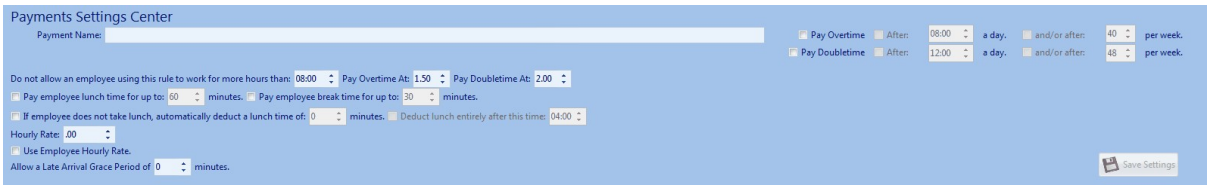


Click on the "**Payment Settings**" button.



The Payment Settings window will appear:


Payments Settings Center
Payment Name:
Pay Overtime
After:
08:00
a day.
and/or after:
40
per week.
Pay Doubletime
After:
12:00
a day.
and/or after:
48
per week.
Do not allow an employee using this rule to work for more hours than: 08:00
Pay Overtime At: 1.50
Pay Doubletime At: 2.00
Pay employee lunch time for up to: 60 minutes.
Pay employee break time for up to: 30 minutes.
If employee does not take lunch, automatically deduct a lunch time of: 0 minutes.
Deduct lunch entirely after this time: 04:00
Hourly Rate: .00
Use Employee Hourly Rate.
Allow a Late Arrival Grace Period of 0 minutes.
Save Settings

Payment Settings Center

Payment Name - Choose a name to reference this type of payment. (Regular, Overtime, Double-time, Special Project, etc.)
Pay Overtime - Select this option if employees using this payment will be allowed to receive overtime hours.
After XX a day - Select this option to allow overtime, but only after a specified amount of hours per day.
And/Or after XX per week - Choose this option in addition to or instead of the previous option to allow overtime, but only after a specified number of hours per week.
Pay Double-time - Select this option if employees using this payment will be allowed to receive double-time hours.
After XX a day - Select this option to allow double-time, but only after a specified amount of hours per day.
And/Or after XX per week - Choose this option in addition to or instead of the previous option to allow double-time, but only after a specified number of hours per week.
Do not allow an employee using this rule to work more than XX - This option will restrict employees using this payroll rule to a specified amount of over-time hours to eliminate overtime rule abuse.
Pay Overtime at - Select the amount of hours to apply to overtime. (Typically overtime is paid at 1.5 times the hourly rate)
Pay Double-time at - Select the amount of hours to apply to double-time.(Typically double-time is paid at 2 times the hourly rate)
Pay Employee Lunch Time for up to XX minutes - Configure the amount of minutes to include in the employees paid lunch time.
Pay Employee Break Time for up to XX minutes - Configure the amount of minutes to include in the employees paid break time.(If you

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wish to pay for employee breaks, then the employees must specify their status when clocking IN, OUT and for Break at the time clock for each time entry. For Example: 8:00am = IN ; 10:00am = BREAK ; 10:15am = BREAK ; 12:00pm = OUT ; 1:00pm = IN ; 2:00pm = BREAK ; 2:15pm = BREAK ; 5:00pm = OUT. You can change the time clock status with the arrow keys on the time clock keypad.)

If Employee does not take lunch, automatically deduct a lunch time of XX minutes - Configure the number of minutes to auto-deduct from the employees work day if they do not clock out for a lunch break.

Deduct Lunch entirely after this time - Configure the numbers of minimum hours required for a shift before automatically deducting time rule is applied.

Hourly Rate - Choose an hourly rate to apply to this payment rule. Any employees using this rule will be paid the amount per hour specified in this option.

Use Employee Hourly Rate - Check this option if you wish to use the hourly rate already configured in each employees profile. This is beneficial if more than one employee uses this payment rule.

Allow a Grace Period of XX Minutes - This options allows you to set the amount of time you will allow as a grace period for late arrival of a scheduled employee shift. If an employee clocks IN to work before the grace period expires, then they clock IN time stamp will reflect the start time of the scheduled shift.

Example: An employee shift is set for 8am-5pm. The Grace Period is set for 10 minutes. The employee clocks in at 8:08am. When this time shows up on the reports, it will show a clock IN time of 8:00am, however, it will also display how much grace time has been awarded for the pay period in question. In this example, it would show 8 minutes of grace time awarded to this employee.

NOTE: Overtime and Double-time rules can be used simultaneously or individually depending on your companies payroll policies

Once the new payment settings have been configured, Click the "Save Settings" button in the bottom right hand corner of this section.

Payments Settings Center
Payment Name: New Rule
Pay Overtime After: 08:00 a day. and/or after: 40 per week.
Pay Doubletime After: 12:00 a day. and/or after: 48 per week.
Do not allow an employee using this rule to work for more hours than: 08:00 Pay Overtime At: 1.50 Pay Doubletime At: 2.00
Pay employee lunch time for up to: 60 minutes. Pay employee break time for up to: 30 minutes.
If employee does not take lunch, automatically deduct a lunch time of: 0 minutes. Deduct lunch entirely after this time: 04:00
Hourly Rate: .00
Use Employee Hourly Rate.
Allow a Late Arrival Grace Period of 0 minutes.
Save Settings

You will see your new payment rule displayed in the bottom half of this screen.

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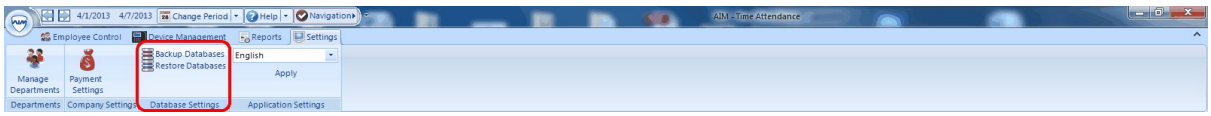
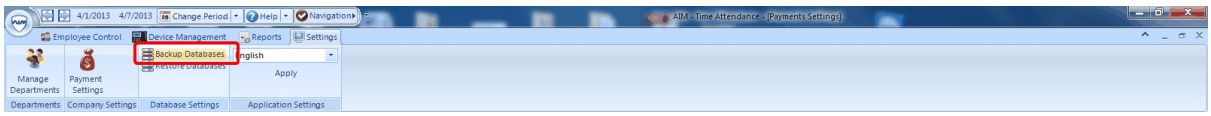
New payment options can be created for individual employees, departments, specific shifts, specific jobs, etc...

6.3 Database Settings



6.3.1 Backup Database

Click the "**Backup Database**" option.



Browse to a location that you wish to save this backup. It is recommended to save this backup in a remote or offsite location.

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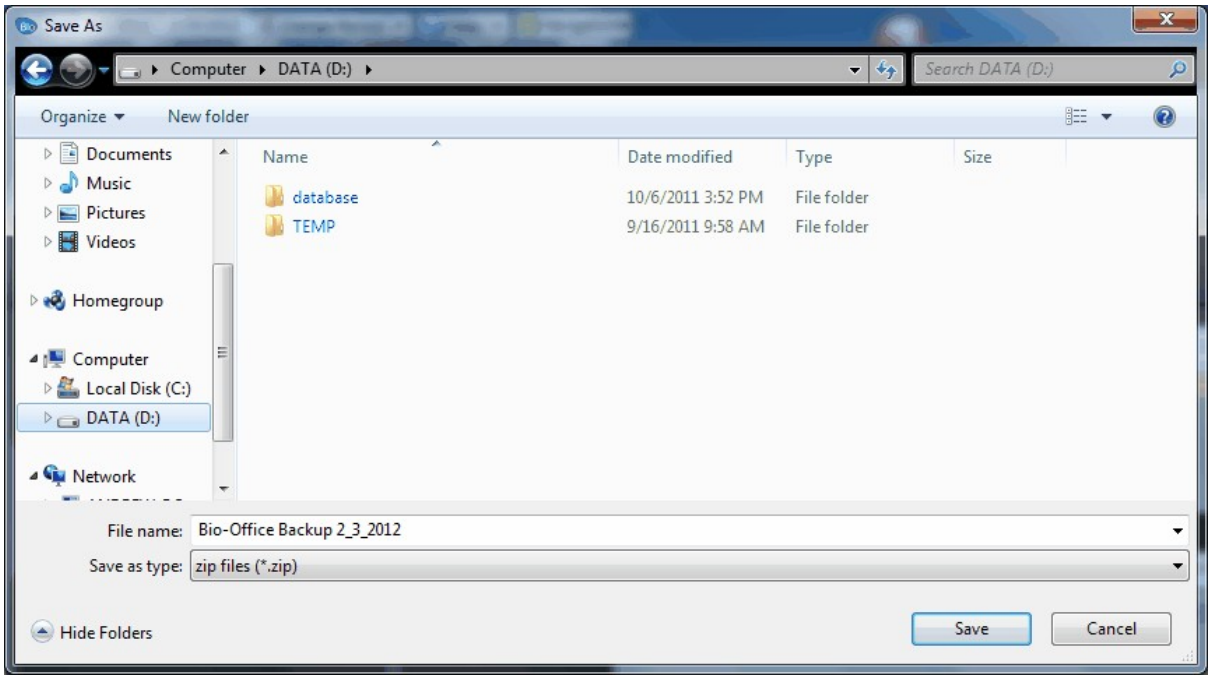
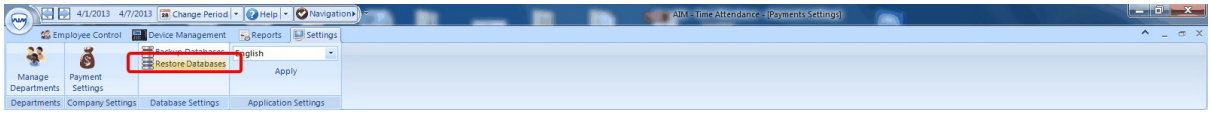


Then click "Save"

6.3.2 Restore Database

Click the **"Restore Database"** button.



Browse to the location where the backup was saved and select the backup file you wish to restore, then click the **"Open"** button.

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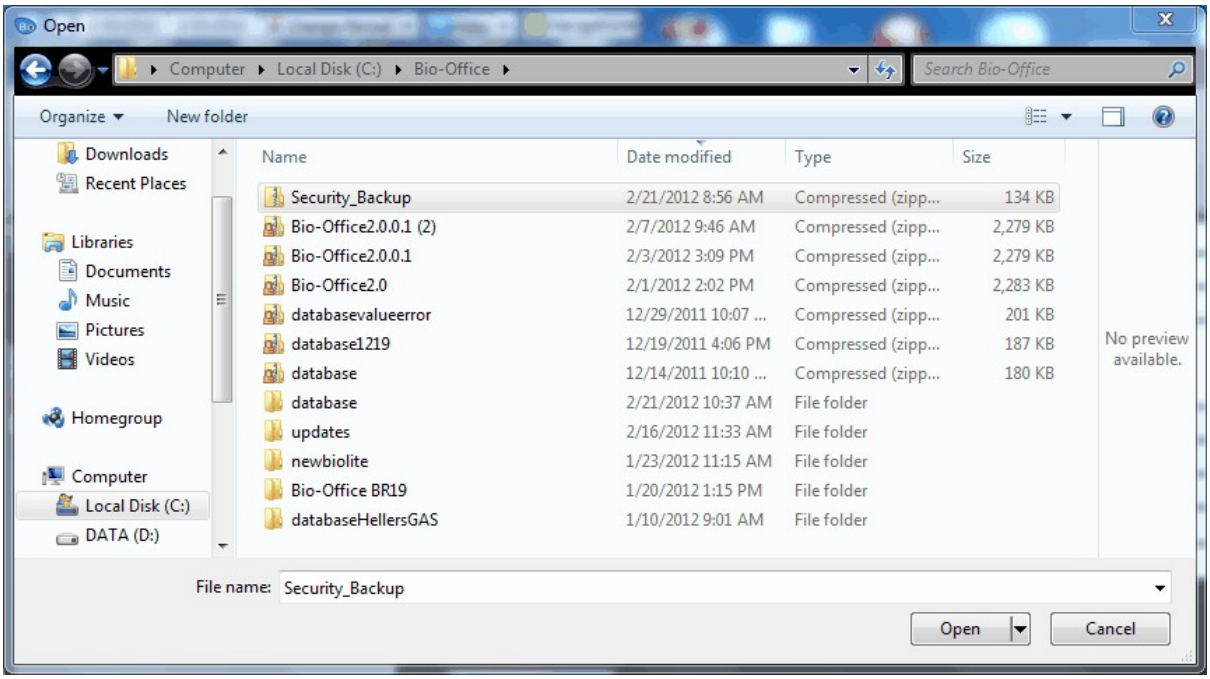
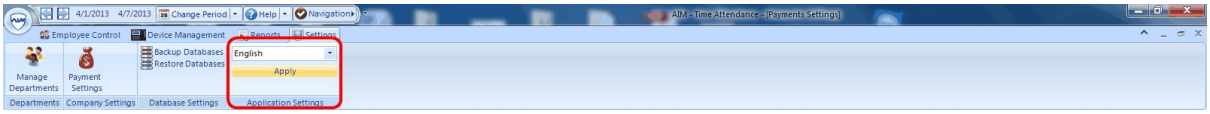
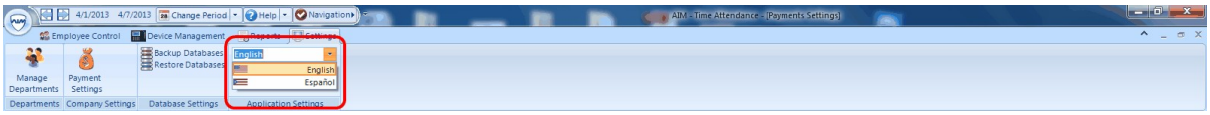


6.4 Language Settings

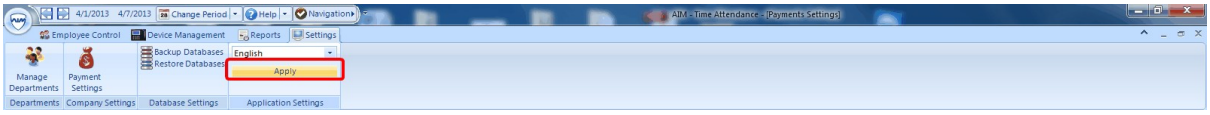


6.4.1 Select Language

To change the current language that the AIM-Time Attendance software display in, simply click the Drop Down Menu next to the current Language Name:



Choose the appropriate language from the list and then click the "**Apply**" button.



You may have to restart the AIM-Time Attendance Application for this change to take affect.

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